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ANNUAL REPORT

OF THE

ARCHITECT OF THE CAPITOL

FOR THE PERIOD

October 1, 1983 to September 30, 1984

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This Fiscal Year 1984 Annual Report covers the period from October 1, 1983, through September 30, 1984. It represents the ninth such report published by the Architect of the Capitol since the concept was revived in Fiscal Year 1976.

The purpose of the Annual Report is to record those significant events and the work accomplished by the Office of the Architect of the Capitol during Fiscal Year 1984. The report covers all activities under the Architect and is organized, as is the Office itself, into Central Office activities, including Architecture, Engineering, Administration and Construction Management, and the activities of Property Management/Buildings and Grounds.

Central Office activities are described through the Executive Committee Offices of the Assistant Architect, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer and General Counsel. In addition, the activities of the Internal Auditor, who reports directly to the Architect, are described under Central Office activities. Property Management/Buildings and Grounds activities again encompass the Capitol Building, Senate and House Office Buildings, Library of Congress, Capitol Power Plant, Botanic Garden, and Supreme Court.

George M. White, FAIA
Architect of the Capitol

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THE ANNUAL REPORT OF THE ARCHITECT OF THE CAPITOL FISCAL YEAR 1984

The Annual Report of the Architect of the Capitol was first submitted to Congress in 1818. A report was not submitted between 1947 and 1975, although the Architect, pursuant to section 105 of Public Law 454, 88th Congress, publishes a semiannual report on expenditures from moneys appropriated to his various accounts. The Annual Report of the Architect of the Capitol was reinstituted in Fiscal Year 1976; subsequent reports have been published for Fiscal Years 1977 through 1983.

OFFICE OF THE ARCHITECT OF THE CAPITOL

The first Architect of the Capitol was appointed in 1793 by the President of the United States. During the period of the original construction and major growth of the Capitol (1793-1865) appointments were made to the position of Architect at such times and for such periods as the various stages of the construction work required, although the position was virtually continuous. The Office of the Architect of the Capitol has, however, actually been continuous from 1851 to the present.

The functions of the office have changed materially through the years in accordance with the increased activities imposed upon it by Congress, due principally to the addition of new buildings and grounds. Originally, the duties of the Architect of the Capitol were to plan and construct the Capitol Building, and later, to supervise its care and maintenance.

Permanent authority for the care and maintenance of the Capitol Building is provided by the Act of August 15, 1876, (19 Stat.147; 40 U.S.C.162-163). This act has been amended from time to time to provide for the care and maintenance of the additional buildings and grounds placed under the jurisdiction of the Architect of the Capitol by Congress in subsequent years.

The Architect of the Capitol, acting as an agent of the Congress, is in charge of the structural and mechanical care of the Capitol Building, and making arrangements with the proper authorities for ceremonies held in the building and on the grounds; he is also charged with the care and repair of all works of art in

the Capitol, under the direction of the Joint Committee on the Library; he is responsible for the care, maintenance, and improvement of the Capitol Grounds, including 208.7 acres of landscaping, parks, streets and parking, and has responsibility for the structural and mechanical care of the Library of Congress Buildings and the United States Supreme Court Building.

Subject to the approval of the Senate Committee on Rules and Administration as to matters of general policy, the Architect is similarly charged with the structural, mechanical, and domestic care and maintenance of the Senate Office Buildings, including the maintenance and operation of the mechanical, electrical and electronic equipment and the Senate subways; he is also responsible for the operation of the Senate Restaurants.

Under the direction of the House Office Building Commission, the Architect is responsible for the structural, mechanical, and domestic care and maintenance of the House Office Buildings, including the maintenance and operation of mechanical, electrical and electronic equipment; he is charged with the care, maintenance, and operation of the Capitol Power Plant, which supplies steam for heating and chilled water for cooling the Capitol, Senate and House Office Buildings, Library of Congress Buildings and others.

Under the direction of the Joint Committee on the Library, the Architect serves as Acting Director of the United States Botanic Garden.

The Architect of the Capitol is also charged with the planning and construction of such buildings as may be committed to his care by Congress from time to time. The Architect of the Capitol by law serves as a member of the Capitol Police Board, the Capitol Guide Board, the House Page Board, the District of Columbia Zoning Commission, the Board of Directors of the Pennsylvania Avenue Development Corporation, and the Advisory Council on Historic Preservation. He is also a member of the Art Advisory Committee to the Washington Metropolitan Transit Authority, the National Capital Memorial Advisory Committee to the Secretary of the Interior, National Institute for Conservation, and serves as Coordinator of Civil Defense for the Capitol group of buildings.

The Architect of the Capitol is assisted directly by the Assistant Architect of the Capitol, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer, and General Counsel. The Architect has established these officers as an ad hoc Executive Committee to assist him in policy determination.

These individuals head the major divisions which comprise the Central Office of the Architect of the Capitol; they are responsible for the efficient management and operation of the various programs and activities of the Architect of the Capitol. These activities include architectural and engineering design, construction management, and property management, including such diverse concerns as art, photography, and real estate planning and development. Other areas of management such as legal, personnel, procurement, and financial analysis are centrally administered as well.

Also reporting directly to the Architect of the Capitol are the Internal Auditor; the Supervising Engineer, Capitol Building; Landscape Architect, Capitol Grounds; Superintendent, Senate Office Buildings; Superintendent, House Office Buildings; and Assistant Director, Botanic Garden. The Supervising Engineer, Library of Congress; Supervising Engineer, United States Supreme Court; and Chief Engineer, Capitol Power Plant, report to the Director of Engineering. The offices of the Superintendents are responsible for the care and maintenance (property management) of their respective buildings under the jurisdiction and supervision of the Architect of the Capitol.

CENTRAL OFFICE ACTIVITIES

The Central Office of the Architect of the Capitol is comprised of seven offices, including the Office of the Architect. The functions of these offices and the activities for Fiscal Year 1984 are described below:

OFFICE OF THE ASSISTANT ARCHITECT AND DIRECTOR OF ARCHITECTURE

The Assistant Architect collaborates with the Architect in the management and direction of the functions of the Office of the Architect of the Capitol. The Assistant Architect is principal advisor to the Architect in matters of architectural design of new buildings and renovations and improvements to the existing buildings under the jurisdiction of the Architect.

The Assistant Architect serves as the Acting Architect of the Capitol in the absence of the Architect.

The Architecture Division and the Construction Management Division are supervised by the Assistant Architect.

Architecture Division

The Architecture Division is structured to provide services for architectural and interior design, architectural historical research, structural engineering and specifications. In addition to producing drawings and specifications for a continuing series of projects devoted to the renovation, restoration, and modification of existing buildings, the Architecture Division coordinates and reviews the work of consulting associate architects engaged principally on new construction projects.

In Fiscal Year 1984 the Architecture Division produced designs for nearly all remaining unoccupied spaces in the Hart Senate Office Building and replanned seven Senatorial suites for the use of "systems" or modular furniture. Fifty-seven projects were completed in the Hart Building.

The Architecture Division with its structural engineer designed and supervised a major project for the Capitol Grounds in Fiscal Year 1984. Construction was

substantially completed during the year on the restoration of the two main Frederick Law Olmsted walkways leading to the West Front of the United States Capitol. Historical research continues as part of the final effort to document alterations to outdoor lighting fixtures and accessories that had occurred over the last century.

The Division prepared documents for 200 projects during Fiscal Year 1984. These projects of various sizes and complexities included alterations, restorations, and renovations to the existing buildings on Capitol Hill. Of the 200 projects, 48 were located in the United States Capitol, 6 on the Capitol Grounds, 84 in the Senate Office Buildings, 46 in the House Office Buildings, 8 in the Supreme Court, 7 in the Library of Congress Buildings, and 1 at the Capitol Power Plant. Typical architectural projects include one or more of the following tasks: on-site surveys and measurements of existing conditions, program development, extensive feasibility studies, space and furniture layouts, design and selection of furniture and furnishings, color coordination, preparation of drawings and specifications, graphic design, and supervision of the final work.

The Structural Engineer reviews drawings prepared by the architectural and engineering staff. He prepares structural analysis of existing conditions requiring remedial repair and for unusual loading conditions. He inspects load-bearing components on new construction projects and provides guidance for structural modifications.

The staff of the Architecture Division continued to work in close cooperation with the Construction Management Division, Engineering Division, Procurement Division, Supervising Engineers, Building Superintendents, and Associate Architects.

In the Appendix to this report is the complete list of Architecture Division projects for Fiscal Year 1984.

Construction Management Division

The Construction Management Division is responsible for the management, inspection, and administration of major construction projects built by private contractors in any area under the jurisdiction of the Architect of the Capitol. In addition, selected projects that can be more suitably executed by in-house forces are constructed by a branch of the Division. Descriptions of the functions of each of the two branches follow:

Management Branch

The overall management and "owner" control functions are provided by the Construction Management Division, Management Branch. During the design phase, the Management Branch reviews the drawings and specifications at progressive stages to eliminate ambiguities over the interpretation of the documents thereby minimizing future contractual disputes. In those cases where construction contracts are let, bidding documents are issued to contractors.

During construction, job-site inspection and monitoring by the Division ensures that the work is progressing on schedule, within the budget, and in accordance with the design documents. The Branch negotiates proposals and claims, conducts progress and planning meetings, and prepares supplements and change orders. In addition, files are maintained on all submittals, including shop drawings, samples, and brochures. Payment recommendations are made for work completed, claims are reviewed, and technical assistance is provided to the Litigation Division.

The Management Branch maintains its own technical specialists in several fields of construction, including estimating, scheduling, stonework, masonry, architectural specialties, structural steel inspection, plumbing, heating, ventilating, air conditioning, control work, and electrical work.

The Appendix to this report contains construction data on projects for Fiscal Year 1984.

Construction Branch

The Construction Branch is the "in-house general contractor" of the Architect of the Capitol's organization. It may construct selected projects anywhere within the Capitol Complex. Many of its projects consist of major alteration and renovation work while some involve new construction appropriately executed by in-house forces. The Branch's activities cover a broad spectrum of construction-industry categories: general conditions, sitework, roofing replacements, stonework, and several types of architectural, electrical, and mechanical constructions.

The Construction Branch is organized to provide its services much as a private contractor does. Quantity surveys are performed, estimates are prepared, and materials ordered. Temporary labor is hired as needed, subcontracts are let, quality control and scheduling are maintained, and punch-list items are completed. Each project is analyzed individually to determine the optimum

mix of in-house and private forces. When possible, permanent maintenance personnel, wherever employed within the Office of the Architect of the Capitol, are used to reduce costs. In such cases, technical direction is given to employees who remain under the supervision of their respective superintendents.

Estimating services, including budget estimates for funding requests and detailed construction estimates, are prepared by this Branch for all components within the Office of the Architect of the Capitol.

In Fiscal Year 1984 the Construction Branch continued its program to evaluate new roofing and waterproofing products and technology in order to repair and replace roofs more cost effectively. In addition, the Branch performed preventive maintenance on all stonework for the buildings within the Capitol Complex. The stonework activities for the year have been included with the major items of the Construction Branch data described in the Appendix.

The Supervisory Stone Mason works under the direction of the Assistant Architect. He continued in Fiscal Year 1984 to perform a program of preventive maintenance for all buildings within the Capitol Complex. Stonework activities are incorporated into the Construction Branch data in the Appendix.

At the end of Fiscal Year 1984 the Construction Branch employed fifteen persons on an annual salary basis. They supervised personnel, monitored activities, and provided necessary support services.

OFFICE OF THE EXECUTIVE ASSISTANT

The Executive Assistant collaborates with the Architect of the Capitol in the direction and accomplishment of the functions of the Office of the Architect of the Capitol.

The Executive Assistant is the principal advisor to the Architect for and manager of special projects conducted primarily by consultants to the Office of the Architect of the Capitol. The Executive Assistant also provides general direction for the Curator for the Office of the Architect of the Capitol, including the Architectural Historian and the Art and Reference, Records Management and Photography Divisions.

The Executive Assistant serves as the Acting Architect of the Capitol in the absence of both the Architect and the Assistant Architect. He is the designated representative of the Architect to the National Institute for Conservation and performs other similar executive-level representations that may arise from time to time.

Curator

The Curator for the Office of the Architect of the Capitol, under the direction of the Executive Assistant, supervises the care and conservation of the works of art under the Architect's jurisdiction, the art restoration projects, and the preparation of exhibitions. In addition, the Curator serves as Architectural Historian and supervises and coordinates the activities of the Art and Reference Division and the Records Management Division.

During Fiscal Year 1984 important acquisitions to the Art Collection of the U.S. Capitol included the following: **Paintings:** Portrait of Mrs. Edward Clark, dated 1853, by Constantino Brumidi, donated by the United States Capitol Historical Society.

Watercolors, Drawings, Letters and Photographs: A collection of drawings by Benjamin Latrobe and letters dated 1815-1818, by Benjamin Latrobe and Charles Bulfinch, donated by the U. S. Capitol Historical Society.

Busts: Hubert H. Humphrey, by Walker Hancock, acquired pursuant to the provisions of Senate Resolution of January 6, 1898, as amended by Senate Resolution 100.

The conservation of historic drawings in the collection of the Architect of the Capitol was completed at the end of the fiscal year. A total of 1,726 drawings received conservation work by specialists at the Library of Congress.

Six paintings in the Fort Series by Seth Eastman also underwent conservation treatment. In addition, a program of frame rehabilitation and gilding for the Eastman paintings in the House Committee on Interior and Insular Affairs was begun.

The Indian and Pioneer Clock by William Rinehart, formerly in the House Chamber was removed from storage. It was cleaned, regilded and reassembled. It will be placed on public display during Fiscal Year 1985.

The Curator's office directed a number of specialized research projects. One such study, begun during Fiscal Year 1984, was the identification of bronze work in buildings under the jurisdiction of the Architect of the Capitol. This research should be completed during Fiscal Year 1985.

Another continuing project was the compilation of data on art in the U. S. Capitol collection for a computerized registration listing. The project involved measuring the works, as well as researching provenance and other information.

A third survey was an inventory of Portraits of the Chairmen of all House Committees and Subcommittees. The staff also examined each work and made conservation recommendations.

The Curator's office directed the editing and production of the 1983 Annual Report of the Architect of the Capitol.

The total number of responses to written and telephone requests during the Fiscal Year was 3,387.

The Curator's office designed and directed the installation of the Third Congressional Arts Caucus Exhibition.

Three exhibitions featured works of art from the U.S. Capitol Collection:

* Recently Acquired Letters and Drawings of Benjamin Latrobe and Charles Bulfinch.

* "Highlights from Washington's Newest and Oldest Museums: The National Museum of Women in the Arts and the U. S. Capitol."

* Selected Furniture from the Capitol Collection.

Art and Reference Division

The Art and Reference Division functions as an archives and reference library. The collection contains numerous primary and secondary sources concerning the Capitol and early Washington. Users include Members of Congress, schools, researchers and the media, as well as the Library of Congress and Federal Information Centers.

The variety of subject material requested by scholars indicates the scope of the records that have been preserved. Research assistance was provided to writers with the Reader's Digest, Time-Life Books; to authors Rick Striner, Washington Deco, and Lonelle Aikman, Rider with Destiny; to researchers and students working on subjects including the Old Court of Claims, sculptors John Frazee and Thomas Crawford, Benjamin Banneker, 1857 House chairs and desks, and the territorial seals.

Research projects included assisting with the Washingtoniana Project in the Prints and Photographs Division of the Library of Congress. The process of identifying and indexing the approximately 5,000 photographs of the 1958-1962 extension of the East Front of the Capitol Building was begun during the Fiscal Year.

In addition, the Division worked closely with the U. S. Capitol Historical Society to obtain at auction a group of letters by Benjamin Latrobe and drawings by Charles Bulfinch. Following presentation to the Architect of the Capitol, each letter was transcribed from the holograph. The letters are now available to researchers while the originals are preserved.

The data regarding telephone messages, letters, research visitors and all communications connected with this Division are included with the Curator's Report. New acquisitions of books and slides are totaled with the Records Management report. The Division arranged 207 book loans to the office from the Library of Congress.

Records Management Division

The Records Management Program falls into two main areas of activity: the care, maintenance, scheduling, preservation and disposition of records; and the microfilming of specifically designated records. The emphasis in Fiscal Year 1984 has been the microfilming of over 8,700 architectural and engineering drawings in the records of the Architect of the Capitol. The total number of drawings filmed at the end of Fiscal Year 1984 was over 23,000. The microfilm aperture cards produced are available to staff and researchers to help preserve the original drawings.

The program of microfilming paper records for the Architect of the Capitol continues to progress. During the past Fiscal Year, the official personnel jackets of past employees of the Architect's office were begun. In addition to the actual filming, the project involved placing the original record in a deacidified folder for archival storage. The film version is then available for reference.

The slide collection of the Architect of the Capitol was expanded this past Fiscal Year to include construction progress slides. Previously, the construction projects of the Architect of the Capitol had been documented only with black and white and color photographs. Following accessioning into the collection, the slides are available for slide presentations.

The automated computer retrieval index of photographs, slides and records has greatly reduced the time required to locate photographs or drawings. However, due to the large backlog of drawings remaining to be indexed, this project will continue into the next Fiscal Year.

Photography Division

The Architect's photographers take, process, and print photographs of special events and of office projects, including construction work. They maintain photo negative and print files for historical purposes and provide negatives to the Library of Congress Photoduplication Service which makes prints available to the public.

This two-person Division supplies all still photographic services requested by the Architect's staff. Original photography on location or in the studio, black and white negative development, original 35mm color slides and slide duplicates, color transparencies and copy negatives are all routinely produced. Mounting, matting, and other finishing procedures are performed as needed and copy negatives are all routinely produced. A loan service, through the Library of Congress and outside photographic laboratories, makes available to the public and other government agencies materials for research, publication and display. Our photographic experience and services are regularly "loaned" to several Legislative Committees to produce photography unobtainable through their usual sources.

During Fiscal Year 1984 approximately 5,640 8 x 10 inch black and white prints were produced, 1,375 negatives and transparencies were added to the files, and 4,821 prints were furnished from files or printed to order. Large formal display prints, slides and copy negatives were also made in large numbers. An itemized production schedule is on file in the Central Office of the Architect.

Major projects during Fiscal Year 1984 included: Documenting the restorations of the West Front of the U. S. Capitol and the West Terrace of the Thomas Jefferson Building of the Library of Congress. Surveying and documenting the damage caused by the November, 1983, bombing of the U. S. Capitol. Providing aerial photographs of the U. S. Capitol Complex, and several complete sets of the 1981 Inaugural photographs to assist with design changes for the second West Front Inaugural; and entering photographs of the restoration of Rooms S-128 and S-129 in the American Institute of Architects competition.

New equipment acquired during the Fiscal Year 1984 included a Norman heavy duty portable electronic flash unit, a Hasselblad camera, three lenses and three water temperature control units.

OFFICE OF THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible to the Architect of the Capitol for the direction, management, and operation of the personnel, accounting, data processing, procurement, flag office and office services activities, and the general business affairs of the Office of the Architect of the Capitol; he serves as liaison for the Architect with the Director of Food Service on matters concerning the Senate Restaurants.

Accounting Division

The Accounting Division renders accounting advice and formulates financial policy for approval of the Administrative Assistant and the Architect of the Capitol. The Accounting Division designs, develops, establishes, operates, and maintains the accounting, payroll, and inventory systems. These functions are performed by the Accounting Branch and the Payroll Branch under the direction of the Accounting Officer.

Accounting Branch

During Fiscal Year 1984, thirty current annual and no year appropriations and twenty-five prior year appropriations were administered. Architect of the Capitol funds amounting to $98,080,660.02 were processed by the Accounting Branch for disbursement by the Washington Regional Disbursing Center, the Disbursing Officer of the Library of Congress, and the Marshal, United States Supreme Court.

A total of 9,970 obligating documents were processed during the year. These included 9,395 Architect of the Capitol purchase orders, 356 United States Botanic Garden purchase orders, and 65 contracts. In addition, the Accounting Branch processed supplemental agreements and contract change orders (e.g., for construction, personnel service, and supply contracts) which are not reflected in these workload statistics.

Rental and sales vouchers were prepared and collections were made for steam furnished to the Government Printing Office, City Post Office, Folger Shakespeare Library, the United States Supreme Court, and the

National Visitor Center. Vouchers were prepared and collections made for chilled water furnished to the Folger Library and the United States Supreme Court. A total of $1,892,437.10 was collected for the sale of steam and chilled water.

Rental and sales vouchers were also prepared and collections made from the Monocle Restaurant for rental of property. Gasoline repayment vouchers were prepared for and collections made from authorized users. Collections of $68,120.54 were made from these rental and sales accounts.

The Accounting Branch is responsible for the preparation of a varied number of reports, including:

Monthly financial statement for current year appropriations (thirty)

Travel Data Report (quarterly)

Six-month expenditure reports

Monthly statements of transactions

Monthly contingent expenses and miscellaneous improvement reports

Year-end closing statement (Form 2108)

Various reports required by the U.S. Treasury and other agencies on a recurring or as needed basis for both accounting and payroll functions

Payroll Branch

The Payroll Branch is responsible for the processing of payrolls for weekly, bi-weekly, and semi-monthly employees whose pay is based on statutory rates, GS schedules, wage board procedures, or administrative rates. During the Fiscal Year pay records were maintained for approximately 2,300 permanent, temporary, and patronage employees. Three separate groups of employees are paid on a bi-weekly basis, necessitating the preparation of 78 distinct bi-weekly payrolls during the fiscal year. An average of 2,066 employees were covered by these bi-weekly pay systems during Fiscal Year 1984, representing $49,988,274.78 in gross earnings.

In addition, an average of 49 employees, with earnings of $578,665.74, were paid on a semi-monthly basis. Finally, the weekly earnings of 217 employees throughout the year resulted in gross earnings of $5,888,006.56.

To prepare these payrolls, the Payroll Branch maintains a system for recording hours worked by employees; maintains schedules of salaries, hourly rates, premium pay, overtime, health benefits, payroll deductions; and directs the computation of pay checks for all employees of the Architect of the Capitol and the United States Botanic Garden. The Payroll Branch is also responsible for the computation of terminal leave payments for separating employees, and for maintaining retirement deduction records for employees of the Architect.

Data Processing Division

The Data Processing Division provides a central resource for computer services and information management. The key responsibilities of the Division are divided into four major functional areas:

Operations. The Architect's computer system is in operation on a daily basis for the benefit of users throughout the Architect's office. Users gain access to the computer largely by means of remote terminals located at various users' work sites. In addition to information visually displayed on these terminals, printouts of large reports and other information are run at the central computer facility and made available to users as a service of the computer operations activity.

Systems Software. This function involves the internal logic and sequence of computer programs and reports used to control and direct the operation of the computer itself. Systems software is generally developed by the computer vendor and includes programs for the allocation of memory, structuring of data files, scheduling computer runs on the central processing unit, assigning priorities to completed jobs waiting to be run on the printer, and related aspects of managing the resources of the computer facility.

Applications Software. This function has the greatest visibility from the users' standpoint because it covers the computer programs and systems needed to process information and provide reports to users. Applications software programs may be developed internally by staff of the Data Processing Division and/or the user organization or may be supplied from external sources.

Systems Analysis. This function provides the analytic support needed to develop new programs or substantially modify existing programs. Its primary focus is to help define the users' data processing requirements, and translate them into a series of steps (a "model") to serve as the basis for the detailed computer program that will satisfy the users' needs.

Major activities conducted in support of these functions include the maintenance of all existing computer programs (both systems software and applications software) as well as the development of new programs and/or major enhancements of existing software packages.

A top priority of the Division is the maintenance, support and production processing of the payroll system, producing seven groups of paychecks on a weekly, bi-weekly, or semi-monthly basis to nine categories of employees. The Division also assists with accounting, equipment and supply inventory, shop drawings, punch list and occupancy tracking, work request scheduling, space information, personnel, records management, and many development projects. The maintenance of the complex systems software that manages text manipulations, on-line edits, terminal transactions, and internal control of the operating system is another important duty. The operation of the computer hardware and software requires a sustained maintenance effort to support the processing work flow while at the same time assisting in the development and acquisition of new applications programs for the operating divisions of the Architect's Office. A detailed listing of the activities of the four major functional areas is on file in the Office of the Architect of the Capitol.

Flag Office

The Flag Office is responsible for all requests to the Architect of the Capitol from Members of the United States Senate and House of Representatives to have special flags flown over the Capitol for their constituents and for special presentations to various groups, organizations, schools, etc. In recent years, there has been a sharp increase in the number of flag requests processed by the Flag Office. Previously, the volume of flag orders remained relatively stable at approximately 35,000 flags annually, except during the 1976 Bicentennial Year when 62,860 flags were flown. By the start of the current decade, however, the number of flag requests had risen to over 60,000 per annum. Keeping pace with this rising trend, a record number, totaling 101,244 flags were flown during the Fiscal Year 1984, nearly three times the average number of orders received throughout the last decade. In addition to coordinating the entire program, this office prepares commemorative certificates for Members to present to flag recipients and furnishes background information to answer questions by telephone or correspondence from Members, their constituents, news media and other interested parties.

This Office also distributes flags that have flown on the flag poles located over the East and West Central Fronts of the Capitol. These flags are flown continuously 24 hours a day and are not replaced until they become worn and unfit for further official use. These historic flags are available to Members of the United States Senate and the House of Representatives for presentation to constituents who desire them because of their historical significance.

Office Services Division

This Division serves the entire Architect's Office by performing a variety of support functions, such as mail distribution, in-house printing and reproduction services, furnishing office supplies to the central staff, and maintaining official files of architectural and engineering drawings of buildings under the Architect's jurisdiction. Specific activities for which the Division is responsible include regularly scheduled messenger service on a daily basis for operating units of the Architect's Office located throughout the Capitol Complex; reproducing monthly accounting statements, the annual budget justifications, contract bidding documents, and correspondence or reports distributed to Architect staff members; meeting the Architecture Division's requirements for working drawings; and mailing purchase orders and other official communications issued by the Office.

In addition to its varied operations of a routine nature, the Division assists on special projects that arise during the year.

Personnel Division

The Personnel Division develops personnel management policy for approval of the Administrative Assistant and the Architect of the Capitol, and implements established policy. The Division plans, conducts, evaluates, and improves programs of recruitment, placement, position classification, position management, pay administration, employee benefits, employee-management relations, employee training and personnel records and reports. The Personnel Office staff provides counsel to management and employees on personnel matters and evaluates recommended employee and position and pay actions for conformance with law and Architect of the Capitol policy, and effects appropriate actions. The Division processes and maintains records of personnel actions, including appointments, promotions, pay changes, training, separations, retirements, employee benefits, and

similar actions. Significant activities of the Fiscal Year 1984 are summarized in the accompanying table and are described briefly in the following paragraphs.

Eligible employees not covered by the Federal Civil Service Retirement System were afforded the opportunity to elect coverage before January 1, 1984. Employees with service for which retirement deductions were not made were given the option of "buying", before January 1, 1985, retirement credit for all or part of the time. Employees with post 1956 military service were given the option of "buying" Federal Service Retirement credit for time served without an interest penalty.

The Personnel Division staff processed the issue and reissue of all employee photo-identification cards. All pay checks are distributed through this Division.

The Federal Employees Health Benefits annual open season was conducted in November and December. The Personnel Division staff scheduled and met with employees, both on an individual and group basis, to answer their questions and assist them with the comparison of the various features of the plans.

The January, 1984, pay raises for approximately 2,000 employees were documented and processed. In June, 1984, additional pay adjustments retroactive to January were documented and processed.

The automated data processing system for personnel transactions and records, designed in collaboration with the Data Processing Division has been tested. Conversion to the new system will occur during the next Fiscal Year.

The Personnel Division, operating according to the generalist personnel management system, was reorganized to form three new servicing teams.

Number of Personnel Actions Processed: Fiscal Year 1984

Nature of Action	Architect's Office	Botanic Garden
Appointments	677	13
Promotions	187	2
Transfers	312	0
In-Grade Step Increases	617	18
Other Pay Changes	2,144	59
Separations	411	13

Procurement Division

The Procurement Division, comprised of the Purchasing Branch and the Contract Branch, is charged with the preparation and/or review of all contracts issued by the Architect of the Capitol (e.g., for construction, construction materials and supplies, services of a maintenance, professional or consultative nature) and of all requests to purchase equipment and supplies necessary for general maintenance and upkeep of buildings and grounds comprising the Capitol Complex. Upon receiving a request from a proper authority, the Division prepares and processes official obligating documents in accordance with established office policies and procedures governing such areas as competitive bidding, negotiated price contract, and open market purchases, under applicable provisions of law.

Purchasing Branch

The Purchasing Branch is primarily responsible for procurement by open market purchasing in amounts not exceeding the statutory purchase limitations, as well as acquisition of items from authorized General Services Administration Federal Supply Schedules and items directly from the GSA by utilizing the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) system. Major categories of procurement are supplies, materials, and equipment needed to maintain, operate, remodel, and restore the various buildings under the jurisdiction of the Architect of the Capitol.

In connection with placing orders, quotations for prices are solicited by mail or telephone when deemed necessary prior to the procurement of materials and supplies requisitioned by the operating units of the office. All necessary follow-up or back-up information for solving shipping, delivery, quality, or invoicing problems is provided by the Purchasing Branch, as are correspondence and/or amendments necessary for the satisfactory completion of purchased transactions.

Ancillary duties and responsibilities of a general nature that are performed by the Purchasing Branch are as follows:

Maintaining the inventory of the Architect of the Capitol Central Office equipment and records on rental equipment and maintenance contracts on purchased equipment.

Keeping abreast of the latest technological developments in office machines and equipment, including cost, application to office needs and space requirements, and supplying information to users concerning availability of equipment and furnishings, with recommendations based on past experience with performance and suitability to special needs.

Maintaining an inventory of purchased and rental vehicles assigned to various departments and making recommendations for the acquisition or disposal of vehicles, as conditions warrant.

Processing license tag renewals and tag and title applications for new vehicles.

Furnishing budget estimates and justifications on projected cost of maintaining, renting, or purchasing Central Office Equipment.

Disposing of equipment that is no longer of use to the Government by transfer to the Surplus Property Outlet of the General Services Administration and acquiring needed items from GSA that can be transferred as surplus property to the office without charge to our appropriations.

Preparing requisitions and orders to the Public Printer for such items as printed forms, stationery, envelopes, publications and other items normally obtained from the Government Printing Office (GPO) which are utilized by various units of the Office of the Architect of the Capitol.

Placing work orders for supply of fuel, steam and chilled water to House Office Building Annex No.2.

In transaction of business during Fiscal Year 1984, the Purchasing Branch issued the following purchase orders in the categories indicated:

Category	Number of Purchase Orders	Estimated Dollar Amount
Routine Purchase orders issued for all appropriations	9,593	$11,153,590.78
Orders placed with the General Services Administration	159	163,341.97
Procurements for the Botanic Garden	341	143,145.42
TOTAL	10,093	$11,460,078.17

Contract Branch

The Contract Branch is primarily responsible for the procurement of supplies, materials, equipment, professional and maintenance services, and construction work through the media of formal, advertised Invitations for Bids and, to a lesser extent, negotiated proposals as allowed in certain instances by applicable provisions of law or by nature of appropriation.

During Fiscal Year 1984, contractural obligations incurred by the Office of the Architect of the Capitol totalled $18,809,059.09, an apparent increase from expenditures of $5,254,597.77 in Fiscal Year 1983. To render the comparison equitable, the amount of $123,936.25 must be added to the Fiscal year 1984 amount, representing the net increase for additional work, under various contracts, formally authorized by the Architect through change orders; a total of 31 such formal changes were prepared by the Contract Branch for the Architect's approval during Fiscal Year 1984.

The increase in procurement contracts for Fiscal Year 1984 can be attributed to the restoration work for the West Front of the U. S. Capitol (Contract ACbr-84027), a restoration/renovation project expected to continue through Fiscal Year 1988, and to the installation of new kitchen and carry-out facilities for the Everett McKinley Dirksen Senate Office Building (Contracts ACso-84030 and ACso-84039 in the total amount of $494,716.00).

Specific data on each of the contractual activities for which the Contract Branch was responsible during Fiscal Year 1984 are on file in the Office of the Architect.

Senate Restaurants

The administration and operation of the United States Senate Restaurants are provided by the Director of Food Services and his assistants, under the direction of the Architect of the Capitol. The Senate Restaurants Office provides administrative support for operations including accounting, personnel, and purchasing functions. This office directly manages the operation of the Capitol Building's four dining rooms, snack bar, and newsstand; the Dirksen Senate Office Building's two cafeterias, Senators' dining room, carry out, speed line and newsstand; the Russell Senate Office Building's coffee shop and newsstand; and the catering for special functions in the Capitol and Senate Office Buildings.

Fiscal Year 1984 was a year when the impact of the relatively low number of days of Senate session, food cost inflation, and business interruptions, as a result of Hart Building construction and populating activities, resulted in a financial loss of $265,985 on sales of $5,056,615. By comparison, in Fiscal Year 1983 the Restaurants had a profit of $2,653 on sales of $5,251,642.

Fiscal Year 1984 was budgeted at a moderate loss pending the consideration of price increases or other action during the Fiscal Year. Unfortunately, certain assumed factors uncontrolled by the Senate Restaurants prevented this office from meeting budget expectations. The factors include the Senate calendar, food cost inflation, and the effects of the Hart Building completion.

The Senate calendar has more influence on the profit and loss of the Senate Restaurant than any other single factor. The budget forecasted the Senate to be in session 168 weekdays in 1984. The Senate was actually in session 133 weekdays in 1984. Out-of-session sales averaged $10,000 less per day than in-session sales. When the Senate is out of session, labor cost is reduced but not in relationship to the reduction in sales, therefore, out-of-session operation is far less productive than in-session operation. The sales that do occur when the Senate is out of session are at a higher food cost mix than in-session sales.

Sales were less than budgeted for by $350,000 as a result of the actual Senate calendar with little reduction in labor cost and some reduction in food cost. The estimated loss as a result of the Senate being in session for a lesser number of days than anticipated is approximately $200,000.

The cost of goods sold inflation for Fiscal Year 1984 was approximately four percent when comparing October, 1983, wholesale prices with October, 1984, wholesale prices. However, during the Fiscal Year certain high restaurant use items increased as much as 46 percent. Poultry prices increased 23.3 percent, fresh vegetables increased 33.2 percent, eggs increased 46.1 percent and seafood increased 10.7 percent. The effect of these increases resulted in $50,000 more in food costs than budgeted.

The renovation of the North Cafeteria began in August, 1984, resulting in some decline in sales for the last eight weeks of the Fiscal Year. However, more devastating to fiscal results was a 28 percent loss of sales in the Russell Senate Office Building operations. The loss of sales coincided with the opening and populating of the Hart Senate Office Building. The effect of the loss of sales in the Russell Senate Office Building is estimated to be $30,000 compared to budget.

Food prices in the cafeterias, carry-outs and dining rooms did not increase during the Fiscal Year.

The Senate Bake Shop continued to produce many special items including 500 Christmas fruitcakes, seven wedding cakes and many special birthday cakes, including one for President Reagan's 73rd Birthday.

The Special Function Department provided service for the President and Mrs. Reagan and the Vice President and Mrs. Bush on a number of occasions. The Restaurant also provided service for numerous heads of state, including the Head of NATO, the Dali Lama of Tibet, the President-Elect of Panama, the President of Sri Lanka, the President-Elect of El Salvador, the President of Mexico, the President of Pakistan, the President of the Dominican Republic, the Prime Minister of Portugal, the Chancellor of Germany, the President of Australia, the Prime Minister of Morocco, the Prime Minister of New Zealand, the President of Yugoslavia, the King of Nepal, the Prime Minister of Israel, the President of Bangladesh, the Prime Minister of Italy, and the President of Egypt.

The Senate Restaurant Purchasing Office conducted numerous successful negotiations resulting in long term savings to the Restaurant. A 9 percent price reduction for dairy products and a 20 percent price reduction for bacon will reduce food purchases by $16,000 annually. In addition, negotiations with the Restaurant's china manufacturer resulted in a firm understanding between the Restaurant and the manufacturer regarding acceptable quality standards and savings of $2,705 for substandard china already received.

The Purchasing Office reduced cigarette inventories 40 percent, reduced the cost of Restaurant guest checks by 28 percent and established inventory control systems for china, glass, silverware, and utensils.

The Senate Restaurant is looking forward to 1985 with all service demands created by a new Congress and the Inaugural ceremonies. The Restaurant anticipates opening major new services in the coming Fiscal Year.

OFFICE OF THE DIRECTOR OF ENGINEERING

The Director of Engineering advises the Architect of the Capitol regarding engineering planning, design, and maintenance, including modifications and new work to be done under contract. The director coordinates and manages projects having implications across organizational lines. The Office of the Director of Engineering designs, implements, and controls preventive maintenance programs and procedures relating to engineering structures and equipment.

The Chief Engineer, Capitol Power Plant; Supervising Engineer, Library of Congress; and Supervising Engineer, United States Supreme Court, report to the Director of Engineering. Their duties and Fiscal Year 1984 activities are described in this report under their respective buildings. The Project Director for the Modifications and Enlargement Project at the Capitol Power Plant also reports to the Director of Engineering.

The Director of Engineering is responsible for the operation of a number of engineering divisions within the Central Office of the Architect of the Capitol, including air conditioning engineering, electrical engineering, elevator engineering, general engineering, fire protection engineering, safety engineering, and electronics engineering.

Air Conditioning Engineering Division

The Air Conditioning Engineering Division is responsible for planning and management of design and providing technical supervision over installation, replacement, modification, maintenance, and inspection of refrigeration and air conditioning systems throughout the Capitol Complex. This Division also plans and manages the design, installation, and evaluation of energy conservation measures for heating and air conditioning systems, including monitoring of the chilled water and steam supplied to the various buildings under the jurisdiction of the Architect of the Capitol. Chilled water is also supplied to the Folger Library and steam to the Government Printing Office, Washington City Post Office, National Visitor Center, and the Folger Library.

To assist the various maintenance and operating engineers in the buildings, the Air Conditioning Engineering Division prepared plans and specifications for

additions and improvements to all systems and for supplies and materials purchased in substantial quantities or of a unique nature. Bids were taken and reviewed and inspections were made of all materials, equipment, construction, and workmanship in connection with repairs, alterations, and improvements made in the various buildings under the Office of the Architect of the Capitol.

The Air Conditioning Engineering Division designs various heating, ventilating, air conditioning and refrigeration systems and coordinates these designs closely with the architectural staff in their development of existing and/or additional spaces under the jurisdiction of the Architect of the Capitol. Feasibility studies as well as cost estimates and working drawings of proposed renovations are prepared and submitted to the Director of Engineering. Recommendations for the purchase of equipment for the aforementioned as well as installation of the same are closely coordinated with the construction branch of the Construction Management Division, the Building Superintendents' Offices, or the Building Supervising Engineers Office, as applicable.

The major construction project for which the Air Conditioning Engineering Division provided support in Fiscal Year 1984 was the Hart Senate Office Building. The responsibilities included submittal review, specification and contract document review, coordination with the Associate Architect's staff, Construction Management Division, and the contractor on design data and specific job-related problems.

Progress on major modification and renovation projects during Fiscal Year 1984 continued as follows:

House Office Buildings. Renovation of the Longworth House Office Building air conditioning system (FN 76018) is approximately 98 percent complete. Installation of solar collectors for House Office Building Annex No. 2 (79094,82172) is approximately 95 percent complete. The project to provide air conditioning for the fifth floor of the Cannon House Office Building (FN 81196) is approximately 5 percent complete; initial design investigations have been completed and work is proceeding on final design and procurement documents.

Library of Congress. The Division provided assistance and coordination for the renovation and restoration of the Thomas Jefferson Building and John Adams Building, as well as for installation of stack fire sprinkler systems in the Thomas Jefferson Building and the John Adams Building.

The Air Conditioning Engineering Division continues to coordinate the program for energy conservation (P.E.C.) for the Capitol Complex. The purpose of this program is to investigate and catalog all energy-using equipment associated with normal building operation and to develop an organized system of automatic and manual control to reduce the energy used by this equipment while still serving the fundamental needs for which it is intended. A complete list of projects, including a P.E.C. update, is on file in the Central Office of the Architect of the Capitol.

Electrical Engineering Division

The Electrical Engineering Division is responsible for planning and management of design; providing technical supervision over the installation, modification, inspection, maintenance, and repair of electrical systems throughout the Capitol Complex; lighting for the Capitol Grounds; power distribution systems (substations); and components and assemblies and operators related to sound reinforcement systems, the electronically operated clock and legislative call system, and birdproofing systems.

The Division is involved in the design of miscellaneous in-house construction projects, the numerous supporting functions that relate to other electrical groups such as the Construction Management Division and individual building electrical shops, as well as the other engineering disciplines under the jurisdiction of the Director of Engineering, and design review with architects/engineers engaged by the Architect of the Capitol for major construction projects.

During Fiscal Year 1984 the Division was involved with over 150 in-house construction projects. One of the most active has been the design accommodations for occupancy in the Hart Senate Office Building. Another full time activity for a three month period has been the review and analysis of change orders to support the legal department and Construction Management Division in their pursuit of delay and change order claims on the Library of Congress, James Madison Memorial Building project. In addition, four months were spent reviewing the design/construction documents for the two Library of Congress buildings to be renovated and the Peak Shaving Generator Project for the Capitol Power Plant.

An Electrical Power Section performed the combined maintenance and required operation of all incoming electrical systems and equipment from the utility point of termination up to and including the building main secondary service switchgear. This included work on the Capitol Grounds, a large part of the street lighting, the 15 KV incoming switchgear, all 15 KV cable, network

transformers, and associated load carrying bus. In addition to the daily routine of cleaning, maintenance, repair and replacement of the grounds lighting system, and the continual preventive maintenance on electrical transformers, switchgear, and its associated control battery banks, the Electrical Power Section also provided labor to install other projects as may be assigned.

This group also answers calls from the Telephone Company, TV broadcast groups, building electricians, the District of Columbia, Potomac Electric Power Company, and numerous outside groups for assistance in providing electrical power needed in the performance of their respective activities.

The Electronic Equipment Section and the sound system operators, formerly supervised by this Division, were placed under the responsibility of the General Engineer.

Elevator Engineering Division

The Elevator Engineering Division performs engineering, planning and management of the installation, modification and maintenance of elevators, dumbwaiters, escalators, subway cars, kitchen conveyors and related machinery throughout the Capitol Complex. This Division is responsible for providing technical control and supervision over a work force of approximately 46 mechanics working in the various buildings under the Architect of the Capitol; establishes in conjunction with the Director of Engineering a computerized preventive maintenance program for use by operating units and monitors the activities performed under the program; and oversees the periodic testing, inspection, and recabling of over 200 units of elevator equipment in all buildings.

There were four major areas of work concentration during Fiscal year 1984. The first major area was the development of the Contract Documents for the modernization and restoration of elevators No. 1 and No. 2 in the Thomas Jefferson Building of the Library of Congress. The central theme of this project was to reproduce these two elevators as precisely as possibly to the original 1892 configuration within the confines of modern day elevator codes. A great deal of historical research was dedicated to this project. This entailed reviewing the original contract drawings in conjunction with early glassplate photographs of the building interior. Extensive research at both the Library of Congress and the National Archives culminated with the generation of the contract documents for Contract No. ACcong-84034. This Contract was awarded and preliminary in-house demolition has commenced in anticipation of the contractors completion in Fiscal Year 1986.

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The second major area of work concentration was the completion of active punchlist items by the elevator contractor in the Hart Senate Office Building. Repeated inspections and re-inspections were required by the Elevator Engineers to guarantee quality execution of the Contract by the contractor.

In addition, a contract was negotiated with the contractor to replace the existing friction drive elevator tracking device with a positive mechanical tape drive tracking device. This tracking conversion eliminated erroneous signals from being transmitted to the central dispatching system, thereby improving elevator service to the two passenger elevator banks.

There were also numerous changes initiated to customize the passenger elevator signal control systems to the particular needs of the Hart Building. This was a joint effort by the Architect of the Capitol and the elevator contractor. These efforts are on-going and will be completed in Fiscal Year 1985.

Another in-house effort associated with the Hart Building was the Hall Lantern Cover Plate conversion program. This program entailed the replacement of the existing 264 Hall Lantern indicator lenses and bulbs with new indicator lenses and bulbs. The conversion resulted in actual directional arrows with the conventional red for down and green for up. In addition, the back lighting bulbs and sockets were replaced with larger voltage bulbs to enhance visibility.

The third major area of work effort was the installation of over 800 feet of customized hoistway fascia plates for 14 elevators in the Capitol Building. This project was executed in order to bring the elevators in the building up to ANSI 17.1 Elevator Code Standards and was solely executed by in-house personnel.

The fourth major area of work effort was dedicated to the calibration and checks of counterweight balance on over 200 elevators within the jurisdiction of the Architect of the Capitol. This project was required due to numerous modernizations over the years without recalibration of the elevators balance being considered and entailed the removal or addition of elevator counterweights in order to obtain optimum speed control performance of each elevator.

In addition to the continuing preventive maintenance program in the various buildings, all elevators are subject to periodic inspection and test procedures by the Central Elevator Inspection and Test Crew. The Elevator Inspection and Test Crew also performs all major repairs and recabling of all units. The Crew is responsible for the regular maintenance of the elevators in the Capitol Power Plant, automatic doors in the Senate Garage and the Carillon motors and console in the Taft Memorial.

Each elevator shop follows a computerized preventive maintenance program for elevators, escalators and other assigned equipment, consisting of weekly examinations of all relays, control equipment, generators, hoist motors, gears, bearings, selectors, signal systems, governors, and all other safety devices. Worn or damaged parts are replaced where needed during the routine examinations, and adjustments are made when necessary to obtain the best possible performance of the equipment.

General Engineering Division

The General Engineering Division serves in a general advisory capacity to the Director of Engineering and is responsible for providing technical expertise in the accomplishment of a broad range of projects including matters of design, construction, operation, and maintenance of the application of mechanical, electronic, and electrical engineering principles, methods, and techniques.

The major emphasis of this Division for Fiscal Year 1984 was the participation in the efforts to upgrade security on Capitol Hill and assisting in implementation and development of security design concepts.

In addition, this Division was involved with the status tracking system for selected jobs of major engineering concern.

During Fiscal Year 1984, this Division became administratively responsible for the Congressional Speech Reinforcement System Operators and related equipment and the Legislative Clock System Electronics Group and related equipment. This electronic equipment section is responsible for all sound systems throughout the Capitol Complex including the sound operators for the Senate Chamber and House Chamber public address systems.

The renovation work to be performed in the Library of Congress Thomas Jefferson and John Adams Buildings required review of final plumbing design and estimates.

Safety Engineering Division

The Safety Engineering Division plans and implements safety programs for the Architect of the Capitol, collaborates with various agencies on safety management, and maintains surveillance over renovation and construction projects, recommending necessary safety measures. This Division conducts regular periodic safety inspections of facilities and equipment in all buildings and grounds, coordinates and supervises safety training programs, monitors frequency and severity of accidents, investigates and reports on all accidents, and initiates corrective actions where required through the Director of Engineering.

The Division participates in and conducts inspections, conferences, seminars, and training programs involving safety programs and standards. It also correlates safety work with the work of the Attending Physician's Office and the fire protection engineering activities under the General Engineering Division and cooperates with the Environmental Protection Agency to control or reduce factors causing occupational health problems.

Electronics Engineering Division

The Electronics Engineering Division plans, schedules, directs, and coordinates work relating to designing, installing, maintaining, repairing, adjusting, calibrating, and operating closed-circuit television, intrusion detection, x-ray inspection, and metal detection security systems.

This Division, formed under Director of Engineering in October 1974, is charged with the responsibility of maintaining and repairing the electronic and computer controlled security systems installed throughout the Capitol Complex under the authority of House Concurrent Resolution 550, 92nd Congress, as amended.

The duties of the Division also include all security systems in the Capitol Complex, the installation and maintenance of the cable TV and data distribution system, the electronic HVAC, security, fire, life safety, and book conveyor control systems in the James Madison Memorial Building and the Hart Senate Office Building, and the electronic controls for the energy management and conservation system.

Major projects of Fiscal Year 1984 are as follows:

Replacement of over 100 silicone-diode (SDA), 50 cathod-ray tubes and several hundred lamps within the Closed Circuit Television System (CCTV).

Replacement and installation of five x-ray inspection units.

Provided access to the Cable Distribution System for special functions within the Capitol Complex. This included service to the Library of congress for a teleconference with the American Library Association. Additional access was provided to the League of Women Voters and television networks for special broadcasts.

Improvements to the automated management information system provided the ability to track manpower utilization. Improvements to the automated

inventory process provided the ability to track individual stock and purchasing requests. During Fiscal Year 1984, more than 610 purchase requisitions and other procurement documents were submitted by this Division, accounting for more than $925,000. This total reflected more than 1,800 purchasing line items that served to replenish the $350,000 inventory and also satisfied more than 2,500 stock requests. Future improvements to this automated management tool will directly interface with the above and will provide the ability to track equipment and parts utilization and to schedule work efforts more efficiently.

Fire Protection Division

This Division is responsible for a variety of duties with respect to the fire and life safety needs of the occupants of the buildings under the jurisdiction of the Architect of the Capitol. Duties of the head of the Division include development of plans and specifications for fire protection systems in new and existing buildings, collaboration in the preparation of technical specifications for the procurement and installation of new equipment or repair and upgrading of existing equipment; collaboration with the supervising engineers and building superintendents in solving fire related problems and serving as the principal liaison with other fire protection agencies.

The major project of the Fire Protection Engineering Division during Fiscal Year 1984 was the installation of sprinklers in the bookstacks of the Library of Congress Thomas Jefferson Building and John Adams Building. A number of design and engineering modifications were made to facilitate the program which has a project completion date of 1985. In addition, the Division designed the modifications to the building-wide smoke alarm and fire detection and alarm systems in designated areas under the jurisdiction of the Architect of the Capitol.

OFFICE OF THE BUDGET OFFICER

The Budget Officer is responsible for the overall formulation, preparation, presentation, justification and execution of the Architect's budget. In addition, the Budget Officer provides advice and assistance on budgetary and financial matters to the Architect of the Capitol and to top management officials.

The Budget Officer prepares the annual budgets for the Architect of the Capitol, the United States Botanic Garden, and for the structural and mechanical care of the Library of Congress Buildings and the United States Supreme Court Building and Grounds. The budgets are submitted to the Office of Management and Budget (OMB) for inclusion in the total federal budget requests. Additionally, narrative detailed justifications for annual and supplemental appropriations are prepared for presentation before Congressional Committees. The Budget Officer prepares and administers the financial plan for allocation and expenditure of funds and provides advice to the Architect on reprogramming requests. The Budget Officer also tracks legislation affecting activities under the Architect of the Capitol and acts as the Architect's liaison with the staffs of the Appropriations Committees.

The annual appropriation items administered by the Architect of the Capitol are primarily for the structural, mechanical, and domestic care, including maintenance and operation of equipment, and heat, light, power, and air conditioning for the buildings and facilities under the jurisdiction of the Architect. Budget requests are for items deemed necessary to render proper service to the Congress and to properly maintain the buildings and equipment of the legislative establishment.

To carry out these responsibilities for Fiscal Year 1984, appropriations totaling $184,292,000 and positions totaling 2,106 were provided under the Architect of the Capitol for all items carried under the heading "Architect of the Capitol," for joint House and Senate items, for the structural and mechanical care of the Library of Congress Buildings, and the United States Supreme Court Building and Grounds.

The aforementioned activities and processes are accomplished through what is normally termed the "Budget Cycle."

The annual budget cycle for 1984 began in July 1982, when a budget call was issued to Building Superintendents, Chief Engineers, and other operating officials along with instructions and general observations concerning budget preparation. Their budget requests were received in September 1982, and the Budget Officer began an internal budget review. Preliminary recommendations were developed by the Budget Officer and reviewed with the Assistant Architect, the Director of Engineering, the Administrative Assistant and other staff. Following this review, final recommendations were submitted to the Architect for his consideration and approval.

Based on the Architect's decisions on the budget, the formal budget documents were prepared and forwarded to OMB in November, 1982, for inclusion in the President's budget transmittal to Congress. Thereafter, detailed justifications were prepared and forwarded to the House and Senate Appropriations Committees in December, 1982. During this time the Budget Officer prepared background materials in support of the justifications.

During Fiscal Year 1983, four appropriation hearings on the Fiscal Year 1984 budget were held in February and April of 1983. In addition, a separate hearing was held by the House on the matter of funding for the Restoration and Renovation of the Thomas Jefferson and John Adams Library of Congress Buildings.

Following the Appropriations Committees hearings, held early in 1983, inserts were provided for the record and the hearing transcripts were prepared for printing.

The Appropriations Committees began their mark up in mid-1983. During this time, the Budget Officer provided advice to the Committees on the effects of proposed actions. Following full Committee action on the budget, a bill was prepared and sent to the floor of the House for action. The bill, H.R. 7073, was reported by the House Committee on Appropriations May 25, 1983.

The bill was considered on the floor of the House June 2 and 3, and passed June 3, 1983. The Senate reported its version June 22, 1983, with amendments and Senate items included, and passed the bill on the floor of the Senate June 23, 1983. A Committee of Conference report was issued June 28, 1983, and the House and Senate approved the bill with amendments June 29, 1983. The President signed the bill July 14, 1983, which is known as the Legislative Branch Appropriations Act, 1984.

The Budget Officer monitored the progress of the various bills and resolutions through final passage and provided support as necessary. When the President signed the continuing resolution, the Budget Officer prepared

appropriations mark up sheets and transmitted them to top management, Building Superintendents, and the Accounting and Procurement Divisions.

The Congress passed the Second Supplemental Appropriations Act, 1984, in August, 1984. On August 22, 1984, the President signed the bill, making H.R. 6040 Public Law 98-396.

Several appropriations under the Architect of the Capitol received program supplemental funding and these are summarized in a table (See Appendix). Finally, appropriations totalling $911,000 were approved for the Fiscal Year 1984 Pay Supplemental. This concluded Congressional action on the Fiscal Year 1984 appropriation.

OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel provides legal advice and a variety of services within the Office of the Architect of the Capitol concerning all functions of the Agency. From the standpoint of the Office of the General Counsel, these functions may be divided into three broad areas or categories: internal administrative functions; activities made the responsibility of the Architect by law; and litigation activities. Additionally, the General Counsel represents the Architect of the Capitol in Congressional and administrative hearings and other legal proceedings, where appropriate, or, when necessary, arranges for representation of the Agency in judicial proceedings by attorneys of the Department of Justice.

With respect to the first category, the General Counsel advises the Architect of the Capitol on questions of authority and on procurement, fiscal, budgetary, and personnel matters. The Office of the General Counsel also provides such legal services as development of legal opinions, reviewing and/or drafting such legal documents and legally oriented correspondence, and participating in the formulation of overall office policy.

With regard to the second category, the General Counsel prepares draft legislation and reviews and comments upon proposed legislation affecting the Office; advises regarding matters arising from the Architect's statutory responsibility for superintendence of the buildings and grounds of the Legislative Complex, including claims arising under the Federal Tort Claims Act; provides legal review of contracts for the procurement of materials, supplies and services for the Congress; provides legal advice regarding the use of the Legislative Complex by members of the public for demonstrations and other assemblages; and performs all necessary legal services required for the acquisition of real property.

With respect to the third area, the Litigation Division of the Office of the General Counsel provides advice and support with respect to litigation brought or defended by the Architect of the Capitol, particularly with respect to litigation arising out of construction contracts in which the Architect of the Capitol serves is the Contracting Officer. As counsel for the Construction Management Division, the Litigation Division furnishes legal advice and related services regarding the administration of contracts,

including direct participation in negotiation and settlement of claims and disputes arising out of construction contracts. During Fiscal Year 1984, such activities related primarily to the projects for the Restoration of the West Central Front of the United States Capitol and for the Restoration and Renovation of the Thomas Jefferson and John Adams Buildings of the Library of Congress.

During Fiscal Year 1984, the Litigation Division concluded a favorable settlement of all claims filed before the Senate Office Buildings Commission Contract Appeals Board in connection with Phase IV of the project for the construction of the Hart Senate Office Building. In addition, a settlement of United States v. DeWitt, Poor & Shelton in the United States District Court for the District of Columbia was also concluded, which resulted in the defendants, Associate Architects for the construction of the James Madison Memorial Building, discharging their responsibility for certain design errors and omissions attributable to their services.

The Litigation Division participated in a variety of other legal functions, including completion of the acquisition of the so-called Carr Property in Square 693 and the transfer of jurisdiction over 501 First Street, S.E., from the District of Columbia to the Architect of the Capitol; relocation of persons displaced in connection with demolition of buildings in Square 724; servicing the litigation against Hennessy and Hansen to recover monetary damages relating to their design of the Capitol Power Plant modifications and enlargement; and negotiating claims asserted by John Carl Warnecke & Associates arising from their participation in the construction of the Hart Senate Office Building.

OFFICE OF THE INTERNAL AUDITOR

The role of the Internal Auditor is to review and appraise the efficiency and effectiveness of all Architect of the Capitol activities. This responsibility encompasses financial and compliance, economy and efficiency, and program results auditing.

Financial and compliance auditing determines whether financial operations are properly conducted, whether financial reports are presented fairly, and whether applicable laws and regulations are complied with.

Economy and efficiency auditing determines whether resources are managed and utilized in an economical and efficient manner and the causes of any inefficiencies or uneconomical practices, including inadequacies in management information systems, administrative procedures or organizational structure.

Program results auditing determines whether the desired results or benefits are being achieved and whether lower cost alternatives which might yield the desired results are considered.

Audit highlights for Fiscal Year 1984 represented a full service concept. The three aspects of auditing emphasized during the year were regular audits, management assistance reviews, and follow-up evaluations. Audit coverage included such areas as project management and analysis, inventory accountability and controls, and kind management. Seven audit memoranda containing 52 recommendations, seven follow-up evaluations of 32 report recommendations and five management assistance letters were issued to improve management methods and controls for more efficient operations.

PROPERTY MANAGEMENT/BUILDING AND GROUNDS

CAPITOL BUILDING

The Architect of the Capitol is charged by law with the structural and mechanical care of the Capitol Building, including operation of the mechanical equipment. The Architect is also charged with the domestic care of the central section of the Capitol, which includes the Rotunda, the Crypt, Statuary Hall, the corridors in the central section, and the stairways from the Rotunda to the first and basement floors; also, domestic care of most of the areas on the House side of the Capitol; three stairways in the central section, Senate side of the Capitol; the basement corridors in the central section; and the rooms in the basement and terrace occupied by the Architect's Office. The Architect of the Capitol has been charged with the care of the Capitol since 1876.

The Supervising Engineer, Capitol Building, under the direction of the Architect of the Capitol, is responsible for the day-to-day maintenance, alteration, repair, and operation of the Capitol Building, including the operation of the following shops: Carpentry, Electric, House and Senate Engineers, Elevator, Labor, Paint, Plumbing, and Sheet Metal Shops.

In addition to the regular maintenance of the Capitol Building, the following specialized alteration and conversion projects were completed in Fiscal Year 1984:

Repaired all damage as a result of the November 7, 1983, bomb blast in the Senate Wing of the Capitol outside the Senate Chamber on the Second Floor Level.

Replaced all windows in the House and Senate Cloakrooms with steel and plaster.

Rooms HT-2 thru HT-6 and Rooms HT-2M thru HT-6M were vacated by the Architect of the Capitol. All rooms were renovated to provide Committee and office space for House Committee on Standards of Official Conduct.

Senate Document Room was relocated from Rooms S-325, S-326, S-327, S-328, S-329, S-408 and S-409 to the Hart Senate Office Building. Room S-328 was subdivided into eight office spaces and Rooms S-326 and S-326A were restored to office space.

Room HB-16B was converted from storage space to office space for the House Minority Leader.

Room ST-31 was converted from storage space to office space.

Rooms H-311 and H-312 were altered and renovated for the House Rules Committee.

All exterior woodwork, including windows and doors, of the Capitol Building, with the exception of the West Central Front, was painted.

Rooms S-332 and S-331 were renovated including the addition of a raised floor in Room S-332.

A ceremony was held to unveil and dedicate the portrait bust of former Vice-President Hubert H. Humphrey. The portrait bust was placed at the East Entrance to the Senate Chamber.

The men's and ladies' rooms of the House Press Gallery were altered and renovated.

Carpentry Shop

The Carpentry Shop constructs and repairs high quality cabinetry and furniture and constructs, alters, and repairs fine ornamental woodwork in the Capitol Building.

The Carpentry Shop performed repair work on all revolving doors and entranceways and all wooden doors and windows. In addition, all door hardware, including locksets, hinges, door stops and closers, were maintained. Numerous frames were constructed for photographs and bulletin boards. Sheet metal stud systems were erected and gypsum board applied thereon; new suspended ceiling systems for conversion projects were installed. The shop performed locksmith activities, including cutting of new keys; constructed bookcases and shelving for offices; repaired venetian blinds; and maintained rope halyards on flag poles.

Electric Shop

The Electric Shop installs, maintains, and repairs electrical fixtures, controls, and systems.

The Electric Shop performed all lamp work in the Capitol Building. In addition, repair work was performed on the chandeliers. All extension cords were provided and new electrical circuits with receptacles, as required, were installed for copy machines. All special event requests requiring electrical service, including press events, were fulfilled. Routine maintenance included House and Senate Restaurant electrical repairs. Maintenance was performed on automatic door openers, electrical tools, and equipment. The Electric Shop maintained and adjusted smoke detection systems in air handling units, provided new electrical circuits, installed new lighting fixtures in conversion projects and maintained the electrical birdproofing systems.

House and Senate Engineers

The House and Senate Engineers are responsible for the care and maintenance of all air handling equipment and controls. Filters were changed regularly and air handling units were washed and cleared, including heating and cooling coils. All steam and hot water piping systems were maintained, including replacement of steam traps and piping components where required.

Elevator Shop

The Capitol Building Elevator Shop is responsible for the care and maintenance of 25 elevators, 2 sidewalk lifts, 11 conveyors, 4 escalators, and one dumbwaiter. Routine preventive maintenance procedures included daily checking of leveling and door operations, hall and car indicator lights, cleaning contacts on relays, proper lubrication of rotating parts, and rails. In addition, the Elevator Shop installed and/or replaced new vinyl flooring systems and vinyl base as required.

Flag Flying

The Labor Force flew 101,241 flags over the U. S. Capitol Building during the fiscal year.

Labor Shop

This department provides janitorial services for the House side of the Capitol and other areas of the building for which the Architect furnishes domestic care. In addition, ice and water are delivered for various Committee meetings and office functions. All scaffolding required for repair work, alterations, and painting is provided by this shop. It is also responsible for chandelier cleaning and window washing.

Paint Shop

This shop is responsible for the painting of all spaces within the Capitol Building. It also provides hand-painted and gilded signs; refinishes signs, mirrors, and picture frames; replaces broken glass; and does ornamental painting.

Plumbing Shop

This shop made necessary repairs to existing plumbing equipment in the Capitol Building and installed new plumbing systems for conversion projects. All stoppages were cleared and all plumbing and drain piping and fittings that were beyond repair were replaced. Fire control equipment, including pumping stations and sprinkler piping, was tested.

Sheet Metal Shop

The Sheet Metal Shop performed necessary roof repairs, including resoldering open seams, caulking riglets, replacing copper roof sections where necessary, and replacing roof walkway sections. New metal duct-work was provided for conversion and alteration projects. All repair work on hollow metal doors was performed in the Sheet Metal Shop. Repairs and modifications to stainless steel shelving and counter work in the Senate and House kitchens and restaurants were performed. Miscellaneous welding and brazing work was performed in the shop.

Miscellaneous Special Events

Arrangements were made for Joint Sessions and Joint Meetings of Congress and for various ceremonies conducted by the Daughters of the American Revolution, United Daughters of the Confederacy, American War Mothers, and United States Holocaust Memorial Council.

CAPITOL GROUNDS

The Architect of the Capitol is charged by law with the care and maintenance of the Capitol Grounds and with any changes and improvements made to the grounds, and has been so charged since 1876. The Architect is also charged with authority to permit, and make arrangements for, the annual Service Band concerts at the Capitol. The Architect is responsible for the lighting and floodlighting of the grounds.

The Landscape Architect, under the direction of the Architect of the Capitol, is responsible for the day-to-day care and maintenance of the Capitol Grounds.

In Fiscal Year 1984 the daily routine maintenance on the grounds included daily sweeping of the Capitol steps and walks; removal of trash and debris from the grounds; pick-up of trash and general hauling for the buildings in the legislative group; sweeping of roads and drives twice a week with the mechanical sweeper; mowing lawns from the last part of April through November; the watering of lawns at night, 6 nights a week during the summer; and washing down the Capitol steps twice a week. Snow and ice were also removed from the steps, walks, and roads when required. This included spreading sand and ice-removing pellets on streets, walks and steps.

The approximately 187 acres of lawn areas, sidewalks, streets, roadways, and parking areas which comprise the U.S. Capitol Grounds are maintained by 28 gardeners and 16 laborers. Each year new beds and plantings are added in continuing programs to beautify the Capitol Grounds.

The trees on the grounds are maintained and cared for by the Tree Division assigned to the Capitol Grounds; this includes 4 tree surgeons and 2 helpers. The trees are under a planned program for feeding and spraying. Approximately one-half of the trees are fed each year. The trees are periodically inspected by the plant pathologists from the U.S. Department of the Interior. The chemical spray program which they recommend has been executed. The trees are sprayed in late winter and twice during the summer months, or as often as required. During extreme dry periods the new trees are watered.

Each year we lose several trees which have to be removed from the grounds. Most of these trees die due to old age.

The Plumbing Division of the Capitol Grounds is responsible for routine and preventive maintenance on heating and ventilating units and for the winterizing, de-winterizing, and maintaining the ornamental and drinking fountains and all sprinkler systems.

A complete listing of daily grounds activities, including new planting and removal for Fiscal Year 1984, is on file in the Central Office of the Architect of the Capitol.

SENATE OFFICE BUILDINGS

The Architect of the Capitol is charged by law with the structural, mechanical and domestic care of the Senate Office Buildings (Russell, Dirksen, Hart, and five Annex Buildings), including operation of the mechanical equipment. The Architect is also responsible for the care, repair, and purchase of furniture and furnishings. (Furniture and furnishings for the Senate side of the Capitol are under the jurisdiction of the Senate Sergeant-at-Arms.) The Architect is responsible for the heating, air conditioning, and lighting of the Senate Office Buildings. All construction and structural improvements and changes to buildings are made by the Architect of the Capitol. The Architect is responsible for the maintenance and operation of the subway transportation systems between the Senate Office Buildings and the Capitol and also of the garage in the Dirksen Senate Office Building as well as that in the Hart Building. The Architect, in performing his duties in connection with maintenance and operation of the Senate Office Buildings, is, under the Act of June 8, 1942, as amended, subject to the approval of the Senate Committee on Rules and Administration in matters of general policy. From 1910 to 1942, the Architect performed such duties under authority of a resolution adopted by the Senate Committee on Rules, February 18, 1910. Commencing with construction of the original three wings of the Russell Senate Office Building, 1905-1909, all construction work in connection with the Senate Office Buildings has been performed by the Architect of the Capitol under the direction of the Senate Office Building Commission, as is the case presently with respect to construction of the Hart Senate Office Building.

The Superintendent, Senate Office Buildings, under the direction of the Architect of the Capitol, is responsible for the day-to-day structural, mechanical, and domestic care of the Senate Office Buildings complex, including the operation of the following shops: Air Conditioning, Carpentry, Cleaning (Night), Electric, Elevator, and Labor (Day), Masonry, Paint, Plumbing, Sheet Metal, Subway, and Upholstery and Carpeting.

During the Fiscal Year 1984 the Office of the Superintendent received approximately 100,000 requests for service, resulting in the issuance of 58,000 work

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orders to the various shops under its jurisdiction. The activities and tasks performed by each shop of this Office are as follows:

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair and operation of the air conditioning and refrigeration systems of the Senate Office Buildings complex. The Shop maintained and serviced all units in the Dirksen, Russell, Hart, 400 North Capitol Street, and the Immigration Building. The record of routine maintenance performed by this Shop in Fiscal Year 1984 indicates that, in addition to the general maintenance requirements, 62,555 service calls were completed.

Carpentry Shop

The Carpentry Shop completed 7,411 work orders, including repair of chairs and the hanging of pictures or other wall hangings. In addition, the Shop constructed bookshelves, small cabinets, desk organizers and several wood and burlap partitions. There were 2,563 requests to have keys made or locks changed.

Electric Shop

The Electric Shop installs, maintains, and repairs electrical fixtures, controls, and systems. In Fiscal Year 1984, 9,426 service calls were answered. Projects included installation and/or maintenance performed on inner-office buzzer systems, fire alarms systems, automatic doors, motors and controls for air conditioning equipment and automatic shelves.

Elevator Shop

The Elevator Shop inspects, maintains and repairs mechanical and electrical components of the elevators, escalators, dumbwaiters, dock loaders, garage doors, postal conveyors, truck tailgate lifts, and trash compactors. In addition to performing routine work during the year, ordering and replacing necessary parts, and cleaning and lubricating all systems, the Elevator Shop answered 248 service calls, 771 trouble calls, and 54 cases of vandalism.

Labor (Day)

The Day Labor Force has the responsibility of providing physical labor support to the Senate Office Building complex. During Fiscal Year 1984, the Day Labor Force received 23,561 formal work orders which included not only the transportation and delivery of goods and materials but also the delivery of ice, the washing of windows, the maintenance of all men's restrooms, the removal of trash from all shops, the cleaning of all entrances and loading platforms, the preparation of various Committee rooms, and the organizing of special functions and receptions. In addition, the office moved several offices during the Fiscal Year which included the transfer of entire staffs from one building to another.

Cleaning (Night)

During Fiscal Year 1984, the cleaning crew performed the routine cleaning of all senatorial suites, Committee rooms, and conference rooms, as well as all other rooms in the Russell, Dirksen,and Hart Senate Office Buildings. This work included such tasks as dusting, vacuuming, emptying and baling trash, cleaning and waxing corridor floors, shampooing carpets, and polishing brass. In addition to their regular duties, the night labor and custodial force completed 850 special work orders.

Masonry Shop

The Masonry Shop installs, maintains and repairs interior and exterior marble, brick, block, tile, and other stonework. During Fiscal Year 1984, the Masonry Shop completed work orders involving plastering walls and ceilings; laying cinder block and brick; concrete finishing and patching; laying cork, floor, bathroom, rubber, and quarry tile; and laying marble and granite.

Paint Shop

The Paint and Refinishing Shop received 582 work orders resulting in the painting of 312 offices, and 73 bathrooms throughout the buildings. The Shop refinished 761 units including pigeonhole bookshelves, cabinets, open shelves, desks, trays, files, flower boxes, flower stands, and tables. The Paint and Refinishing Shop also made 403 signs.

Plumbing Shop

The Plumbing Shop services and maintains all plumbing, steam, and heating equipment in the Senate Office Buildings. During Fiscal Year 1984, maintenance was performed on various pumps and motors on the fountains, pools, condensate receiver, dish machines, and circulating pumps. In addition, maintenance was performed in all public restrooms and cafeterias such as checking for stoppages, leaks, broken fixtures and improperly functioning flush valves and faucets. Approximately 2,800 service calls were answered.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies. During Fiscal Year 1984 the Shop received 1,018 work orders which included: fabrication and installation of new ductwork, hangers and defusers; fabrication of metal trucks for the Computer Center for use in the storage of tapes; assembling and installation of metal shelving for the cafeteria, Immigration Building and Stationery Room; performing numerous welding jobs.

Subway Shop

The Subway Shop performs routine maintenance and improvements on the Senate side and the route between the Capitol and the Senate Office Buildings. During Fiscal Year 1984, the Subway Shop assisted Jenson Manufacturing in the installation of 800 feet of new camrail on Track No. 3. Requests from other departments for machine work, welding, and electric work were accommodated.

Upholstery and Carpeting Shop

The Upholstery and Carpeting Shop repairs and reupholsters furniture; repairs and installs carpet; fabricates and hangs draperies; restrings and hangs venetian blinds; and covers tables, cornices, bookcases, and other units. During Fiscal Year 1984, this Shop received approximately 850 work orders. In addition, 89 rooms of broadloom and 25 rooms of carpet tile were installed.

HOUSE OFFICE BUILDINGS

Pursuant to the provisions of 40 USC 175, the Architect of the Capitol, subject to the approval and direction of the House Office Building Commission, is responsible for the structural, mechanical, and domestic care and maintenance of the three House Office Buildings, House Office Building Annexes, and Underground Garages. Under the direction of the Architect of the Capitol, the Superintendent of the House Office Buildings is responsible for the day-to-day care of the buildings, including the operation of the following shops: Air Conditioning, Carpenter, Cleaning, Electric, Elevators, Escalators and Subway, Industrial Equipment, Labor, Painting, Plumbing and Heating, Stone, and Sheet Metal.

The Superintendent's Office maintains, in a confidential manner, the combinations of Members' safes and assigns office suites, rooms, and storerooms to Members of the House. This assignment of office suites is performed under rules prescribed by the House Office Building Commission. With the assignment of an office to a Member, the Superintendent's Office makes the necessary arrangements to coordinate the moving of the Members and the work of various trades, such as painting, electrical, changing of locks, installation or removal of partitions in conjunction with the personnel of the Clerk of the House and the Telephone Company.

The Superintendent's Office makes detailed suggestions to the Architect and the House Office Building Commission with regard to space requirements, remodeling within the buildings, and changes and improvements to existing facilities.

During Fiscal Year 1984 major projects included the renovation of the Longworth House Office Building Carry-out, Room B-222. The project included the installation of new food service equipment.

In addition to the regular maintenance of the House Office Buildings, the following specialized alteration and conversion projects were completed under the direction of the Superintendent, House Office Buildings, in Fiscal Year 1984:

Cannon House Office Building

Office space was created for the new House Historian by enclosing the north corridor, first floor adjacent to the Barber Shop. The project consisted of the erection of a six-inch block wall, the fabrication of a solid mahogany door, poplar jamb and casing to match the existing building standard. In addition, the north door of

the Barber Shop was sealed and plastered and a new cabinet was fabricated to be placed in the former opening.

Air conditioning units #12 and #13 were completely renovated in Fiscal Year 1984 by in-house personnel.

Longworth House Office Building

The Longworth Carry-out, Room B-222, was completely renovated during Fiscal Year 1984. Demolition consisted of the removal of plaster soffits including ceiling ceramic tiles and the quarry tile floor. A new quarry tile floor was installed and all interior walls were finished with plaster as was the ceiling. In addition, upgraded lighting was installed throughout the facility as well as new cashier stands, a beverage counter and condiment stand.

In Room 1301A, alterations were completed to this existing storage space. The terra cotta walls were finished with plaster and the plumbing waste lines, which serve the public restrooms in the northeast corner of the building, were relocated to allow the new plaster ceiling to be installed at a continuous elevation. Nine flush mounted four-tube fluorescent light fixtures were installed and additional HVAC was also provided.

In order to accommodate the installation of two additional folding machines, an acoustically treated room was constructed within the confines of Room B-245, the Publications Distribution Service. The project was completed with the addition of a new suspended ceiling, light and modifications to the air distribution system.

A new computer room was constructed to accommodate a Digital 1124 computer in Room B-225, Office of the Postmaster. The majority of the work involved the mechanical and electrical systems. Two existing steam radiators were removed, and replaced with energy efficient air therm convectors. The project was completed with the installation of a suspended ceiling, new fluorescent light fixtures and the painting of all interior walls with epoxy paint.

In Room B-217, the Office Supply Service sales area was expanded in order to better serve the Members and Committees of the House. The additional sales area space was acquired by extending the present sales area into the stock room which resulted in a gain of approximately 1200 square feet. A new entrance to the expanded sales area was also added by cutting through the North corridor wall and installing building standard walnut doors. Additional HVAC was provided, as well as increased electrical service and lighting which was installed in the new concealed spline acoustical ceiling.

In Room 2115, Committee on Armed Services, minor alterations were made in four private offices, created by extending the existing demountable metal partitions to the ceiling utilizing metal studs and drywall. Minor HVAC modifications were made in each of the rooms.

Minor alterations were made in Room B-345D to accommodate a Digital 1144 computer system. The work entailed the installation of a chilled water fan coil unit, the installation of piping and insulation to tie in with the existing chilled water loop on the G-3 level of the building. Additional electrical and control work was also required.

Alterations were performed in Room B-372, the Committee on Government Operations. Six private offices were created for professional staff members utilizing demountable metal partitions and plexiglass extensions to the ceiling. A major portion of the existing ceiling was removed to facilitate the necessary modifications to the HVAC system, and to allow for the repositioning of the overhead fluorescent lights.

Renovations were made for the House Photographers in Room SB-300. The room was originally a storage area and was remodeled into six separate areas containing the following: a studio; finishing room; processing room; combination storage and dressing room; an office and film developing room. In addition, a new spiral staircase was installed in the northeast corner of the developing area to connect SB-300 with B302.

Permanent media lighting was installed in Room 2175, the Committee on Education and Labor hearing room. The work necessitated the installation of new conduit, wire, switches, relays and minor plaster repair in order to accommodate the 15 high intensity quartz lights.

A new hearing room for the Committee on Appropriations, Room 2360, was created from existing staff space. All existing masonry and metal partitions were removed and all material was salvaged and returned to stock for future use. Additional sound lined duct, two new VAV boxes and four blow air diffusers were installed above the new recessed grid ceiling. A total of 24 fluorescent fixtures completed the project.

Minor alterations were completed in Room B-303 for the Committee on Banking, Finance and Urban Affairs. An existing demountable metal partition was extended to the ceiling utilizing metal studs and drywall, and an additional partition and door were installed to create two private offices. The project required the relocation of four existing light fixtures and HVAC modifications.

In Room B-324, an additional semi-private office was installed for the U. S. Navy Liaison staff. Approximately 20 linear feet of UMI partition with door was erected in the southwest corner of the suite.

At the request of the Chairman of the Committee on Science and Technology a remote control, electrically operated projection screen was installed in Room 2318. The screen was concealed in the lay-in ceiling so that the architectural character of the Committee room was maintained. The lay-in grid was modified and the screen housing and motor was secured to the underside of the structural slab. Two remote switches were installed, one at the Chairman's seat on the upper rostrum and the other on the public address system console.

In the G-2 level of the Garage Lobby #4, approximately 2,430 square feet of storage space was constructed for the Committee on House Administration, Subcommittee on Services, adjacent to the freight elevator. All six storerooms were constructed with 8-inch cinder block and were painted with block fill. Minor electrical modifications and plumbing sprinkler relocations were also done.

House Office Building Annex No. 1

Alterations were made for the Select Committee on Aging, Room 715. Two private staff offices were created by removing a section of the former kitchen gypsum block wall and erecting two drywall and metal stud partitions. Two existing doors were sealed and one new door was installed. Additional fluorescent ceiling lights and duplex receptacles were added.

House Office Building Annex No. 2

Room H2-212, the Architect of the Capitol's Data Processing Division computer room, was expanded 440 square feet by extending the existing raised flooring into the adjacent bay. The dividing metal stud and drywall partition was removed, and the double doors salvaged and relocated to provide access to the corridor. Due to the increased heat loads produced by the additional computer equipment, the existing 10-ton "Edpac" air conditioning unit was replaced with a new 15-ton "Liebert" unit.

Alterations were completed in Rooms B-14 and B-17 for the Committee on House Administration. To provide bulk storage for the House Restaurant Systems. All interior terra-cotta partitions in the former restaurant were removed, and a new pallet storage area was created in the northeast end of the facility. Provisions were made to accommodate two large walk-in boxes adjacent to the open general storage area. Secured storage area was

provided on the west side of the new double entry doors. All new partitions were 8-inch masonry block, finished with block fill. Additional electrical receptacles were installed in all areas.

At the request of the Director of the Congressional Budget Office private offices for professional staff were created in Rooms H2-428, H2-429, H2-433, H2-434, H2-435, H2-436, H2-438, H2-439, H2-448 and H2-449. The majority of the work consisted of the installation of ten doors and partitions creating private offices. Also, minor electrical and HVAC modifications were completed.

In Rooms H2-383 and H2-384, tenant alterations were performed for the Chairman of the Select Committee on Children, Youth and Families. The double bay configuration was divided utilizing drywall and metal studs creating two private offices in H2-384. Fluorescent light fixtures were repositioned and reswitched and two additional thermostats were installed to allow for individual temperature controls in these offices.

Miscellaneous other projects included: the construction of an additional condiment stand in the Carry-out; the sanding, scraping, caulking, and painting of the approximately 2,150 exterior windows; and the installation of a fire protection system and 71 high intensity vapor lights in the garage and loading dock areas.

Superintendent's Office

The Superintendent's Office coordinates the activities of many shops that perform the maintenance and repair on the buildings. A sampling of the type of work performed is listed by shop. A complete list of each task performed is kept on file in the Central Office of the Architect of the Capitol.

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair, and operation of the air conditioning and refrigeration systems of the House Office Buildings.

The record of routine maintenance performed by this shop, by building, in Fiscal Year 1984 indicates that, in addition to general maintenance requirements, it filled 3,921 service requests in the House Office Buildings, plus inspection and repair of the air conditioning units in the Botanic Garden.

Carpenter Shop

The Carpenter Shop constructs and repairs high quality cabinetry and constructs, alters, and repairs the ornamental woodwork in the House Office Buildings.

In Fiscal Year 1984, 5,760 work orders were handled. It also performed such tasks as making 7,261 keys, assembling 6,245 picture frames, and crating 957 articles for shipment.

Cleaning Shop

The cleaning crew performs custodial services for office suites and conference rooms including dusting, vacuuming, emptying trash, and washing windows, etc.

During the fiscal year the cleaning crew performed the routine cleaning of all Members' suites, Committee rooms, and all other rooms in the House Office Building Complex.

Electric Shop

The Electric Shop installs, maintains, and repairs electrical fixtures, controls, and systems.

In Fiscal Year 1984, in addition to the routine general maintenance performed by this shop, it responded to 46,693 work orders in the various House Office Buildings.

Elevator, Escalator, and Subway Shop

The Elevator, Escalator, and Subway Shop inspects, maintains, and repairs mechanical and electrical components of elevators, escalators, dumbwaiters, and lifts in the House Office Buildings. This shop also performs routine maintenance and improvements of the house-side subway cars and the route between the Capitol and the House Office Buildings.

During Fiscal Year 1984, 1,752 service calls were made to maintain and repair the 64 elevators, 31 escalators, 2 subway cars, 2 dumbwaiters, 1 sidewalk lift, and 1 hydraulic elevator in the House Office Building Complex.

Industrial Equipment Shop

The Industrial Equipment Shop is responsible for routine maintenance of and repairs to the scrubbers, sweepers, forklifts, and paper baling machines throughout the House Office Buildings. During Fiscal Year 1984, this shop performed 2,155 maintenance and repair jobs on this equipment.

Labor Shop

The labor crew washes marble and windows and polishes brass; it also moves furniture and provides manual assistance, as required, to other shops in the House Office Buildings. In the Fiscal Year 1984 approximately 82,760 service calls were answered. A total of 202 moves were completed.

Painting Shop

The Painting Shop applies paint, varnish, and other finishes to decorate and protect both interior and exterior surfaces, trim, and fixtures in the House Office Buildings.

In addition to the routine painting of numerous rooms, corridors, and other spaces, in Fiscal Year 1984 the Painting Shop painted or stained 6,245 picture frames, stenciled 11 various signs, replaced 62 window glasses, and polished woodwork in 19 suites. It also completed 804 other miscellaneous paint and plaster work orders.

Plumbing and Heating Shop

The Plumbing and Heating Shop installs, maintains, and repairs pipes, fittings, joints, and valves connected with the plumbing system.

In addition to routine preventive maintenance, during the fiscal year, the shop answered 5,013 service calls.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies, and repairs sheet metal assemblies in the House Office Buildings. During the year the shop answered 1,752 service requests, and continued work on the copper roofs of the Cannon and Longworth House Office Buildings.

Stone Shop

The Stone Shop installs, maintains, and repairs interior and exterior marble, brick, block, tile and other stonework. Work orders serviced in the fiscal year numbered 148.

CAPITOL POWER PLANT

The Capitol Power Plant employs 103 personnel to operate and maintain a central steam plant rated at 530,000 lbs/hr and a central refrigeration plant rated at approximately 40,000 tons capacity to provide steam for heating and chilled water for air conditioning the Capitol

Complex. Buildings served are the Capitol, Dirksen, Russell, and Hart Senate Office Buildings; Rayburn, Longworth, and Cannon House Office Buildings; Jefferson, Adams, and Madison Library of Congress Buildings; Supreme Court; House and Senate Garages; and the Botanic Garden. Steam is also provided to the House Office Building Annex No.1, the Immigration Building and the Plaza Hotel. Steam is provided on a reimbursable basis to the Washington City Post Office, the National Visitor Center, and the Government Printing Office. Steam and chilled water are provided on a reimbursable basis to the Folger Shakespeare Library.

The Capitol Power Plant continued to meet its responsibilities of providing a continuous supply of steam for heating and chilled water for cooling buildings in the Capitol Complex throughout the Fiscal Year 1984.

During Fiscal Year 1984 the Capitol Power Plant generated 1,156,726,000 lbs. of steam using 47,936 tons of coal and 710,790 gallons of No. 6 fuel oil. Continued emphasis was placed on burning coal in lieu of oil. Steam production was 15.5 percent greater than in Fiscal Year 1983 due to higher overall heating loads. Chilled water production during Fiscal Year 1984 totaled 65,621,538 ton-hours, an increase of 1.9 percent from the previous year. The slight increase indicates that the cooling load did not change greatly.

While performing annual maintenance on the four chillers in the West Refrigeration Plant, it was discovered that a number of the tubes in all four condensers were developing leaks. The York Corporation performed a magnetic analysis on the tubes to determine the cause and consider whether this might be a warranty problem. To obtain a better conclusion relating to this situation, a contract was awarded to the Sheppard T. Powell Associates of Baltimore to conduct a more extensive survey to determine the cause of the tube failures. Meanwhile, the York Corporation proceeded with the overhaul of the No. 5A chiller, specifically to check the compressor rotor. The rotor was shipped back to the factory in May of this Fiscal Year for reworking and will be returned to the plant for installation early in Fiscal Year 1985. Replacement reactors were installed on two electrical feeders serving the East Substation. The original units were faulted by squirrels during Fiscal Year 1983. Birdscreen was wrapped completely around the reactor enclosure and fireglass grating installed on top as a roof. All exposed wiring was covered by insulating tape to prevent accidental contact.

Various improvements have been made to the plant and its outlying systems. The steam lines feeding the residence at the Botanic Garden were replaced. A section of the steam and condensate lines on South

Capitol Street between Canal Road and D Street were replaced. Considerable concrete repairs were made to the walls of the trench and new roof slabs were cast during this renovation. New controls were installed on the No. 3 coal-fired boiler.

All three coal-fired units now have newer controls to aid in their operation. The Hoffman Combustion Company conducted a survey on the performance of the three coal-fired boilers and made recommendations to improve their efficiency. A new roof was installed on the existing ash silo by the Construction Management Branch.

The contract (ACpp934) issued to Henry Adams, Inc., for professional services in connection with the design of an electrical power generating plant for the Capitol Power Plant was cancelled on September 10, 1984.

In addition, a contract was awarded to the Berrall-Jasper Fence Company, Inc., to repair/replace the six gates in the perimeter fence around the plant.

All visitors continue to check in through the Administration Building to receive identification passes in the effort to maintain plant security.

LIBRARY OF CONGRESS

The Supervising Engineer's Office at the Library of Congress is responsible for the structural and mechanical care of the Library buildings and grounds, which include the Thomas Jefferson Building, John Adams Building and James Madison Memorial Building. It also maintains the elevators in the Supreme Court Building.

Additional responsibilities include providing liaison with the Library of Congress to maintain a proper interrelationship between the constantly changing and expanding functions and programs.

At the end of the Fiscal Year 1984, this office had a total of 125 permanent employees. The organization consists of a Supervising Engineer, an administrative staff and nine maintenance shops including Air Conditioning, Carpentry, Electric, Elevator, Machine, Masonry, Painting, Plumbing, and Sheet Metal. The major duties of the Supervising Engineer's Office are to provide supervision and the necessary manpower to perform all maintenance and construction work and to operate all building equipment under the jurisdiction of the Architect of the Capitol. Custodial maintenance of the buildings and care of the grounds is under the jurisdiction of the Library of Congress.

During Fiscal Year 1984, approximately 10,000 written requests for services were received and completed. This figure includes the numerous telephone calls received daily and after normal working hours for services by the shops.

Continuing emphasis has been placed on emergency power, fire alarm systems, and sprinkler systems in the Library buildings. A new fire alarm system is being installed in the bookstacks of the Thomas Jefferson Building and the John Adams Building. The installation of sprinkler systems for book stacks in the Thomas Jefferson Building and John Adams Building is in progress and approximately 95 percent complete. Monthly testing of existing fire alarm systems in the Thomas Jefferson Building and John Adams Building is being performed. Complete checkout and testing of the James Madison Building fire alarm system is in progress.

Throughout Fiscal Year 1984, most of the attention of this office was centered on preparing office space for tenant occupancy in the James Madison Memorial Building. This work included major revisions to movable metal partitions, additions and relocations of telephone and electric floor outlets, installation of computer cables, closed circuit television and security systems. Improvements to our preventative maintenance and routine maintenance programs have been made for air conditions, plumbing and electrical equipment, elevators, book conveyors and copper roofs.

Several projects were completed in the Thomas Jefferson Building. The Whittall Pavillion was repainted, chemistry equipment installed in the Page School, and cellar offices were renovated including the installation of partitions in the Masonry Shop. Telephone and electrical outlets were also installed in this Shop and in the ground floor vending area. Electrical outlets for cameras and plumbing for service sink and water heater installed in the Main Card Catalog Microfilming Room. The exterior terrace and step was reset with granite pavers.

In the John Adams Building, the Engineer's office relocated and installed partitions, computer cables, and electrical outlets.

Partitions, security system and electrical outlets were installed in the Music Division in the James Madison Building. In addition, doors, magnetic door locks and CCTV were installed at the ground floor loading dock. The exhibit halls on the first and second floors were equipped with smoke detectors. A birdproof plastic mesh was installed over the bronze relief sculpture, "Falling Books," at the main entrance. Metal partitions were installed and electrical outlets relocated in the following areas: Congressional Research Service, Law Library, Far Eastern Division, and the CRS Conference Room. Telephone outlets were relocated in the following areas: Motion Picture Division, Certificate Production Unit, Copyright Office, Serial Records Division, Subject Catalog Division, Financial Management Office, Internal Audit

Office, and the Equal Employment Opportunity Office. The granite steps and durax blocks and exterior marble blocks were repointed at the Independence Avenue Plaza.

Air Conditioning Shop

The Air Conditioning Shop works three eight-hour shifts, seven days a week. With the force operating at full capacity, satisfactory environmental conditions required in most areas by the Library are being maintained in all three buildings. The major scheduled preventive maintenance work includes inspecting, lubricating and cleaning all air handling units, checking motors and starters, calibrating controls and adjusting damper and valve operators. All general and preventive maintenance programs are on schedule.

Major projects this year in the Thomas Jefferson Building included redesigning the humidifier controls and installing a new fan motor for the Whittall air handling unit; replacement of the chilled water coil in air handling unit No. 33A; installation of a new exhaust fan in the refrigeration room; redesign of both the summer/winter damper controls and the air compressor control system. In the John Adams Building, the following work was performed: balanced the air supply system in the North and South Stacks; installed a new motor on NW attic exhaust fan; redesigned the units for film vault, Deck 1, South; replaced the motor on air compressor No. 2; installed new compressor in Photoduplication Storage room. In the James Madison Memorial Building, installed the following: a new fan SB-SW-3 and an exhaust fan in LM-321, a new motor on fan unit N2E, rebuilt and installed ice machine in Buffet Kitchen and continued redesign changes on the JC 80 computer.

Carpenter's Shop

A large amount of work this year has been expended in the erection of new drywall partitions and suspended ceilings. In addition to normal maintenance work, other non-routine jobs included cabinets for shops in the Jefferson and Madison Buildings; installation of new chemistry laboratory equipment and cabinets in the Page School, Jefferson Building; installation of ramps around the roof of the Madison Building to assist in roof repairs; providing assistance to Exhibits Office in meeting deadlines for major exhibits; rebuilding granite retaining walls on Jefferson grounds.

Electric Shop

The Electric Shop has personnel on duty three shifts each day and is responsible for new electrical installations and replacements, routine and preventive maintenance of all electric systems from the substations throughout all three buildings. This shop is also responsible for the security and fire alarm systems in the Thomas Jefferson Building and John Adams Building and the fire alarm system in the James Madison Memorial Building, including periodic preventive maintenance of the smoke detection systems. The Electric Shop had a very heavy workload, but it met the Library's requests for services for electrical changes and office occupancy. A total of 3,100 man-hours was required for new construction to comply with the Library's needs for office space, computer facilities security systems, fire alarms systems, and new exhibits. The major projects for the Electric Shop during the fiscal year were the preparation for office changes in the James Madison Memorial Building, installation or relocation of electrical outlets, modifications to the emergency power systems, assisting with the preparation of special exhibits, completion of installation of electrical work for computer equipment, and the installation of electric work for the Architect's shops in the Thomas Jefferson Building. For routine work, such as relamping, maintaining kitchen equipment, motorized bookstacks and fire alarm systems, a total of 30,800 man-hours was required. During the year, 1,000 man-hours were required in assistance to Construction Branch pipefitters in moving light fixtures and cutting off fire alarms daily.

Elevator Shop

The Elevator Shop operates seven days a week: 6:30 a.m. to 10:00 p.m. on weekdays, 6:30 a.m. to 6:30 p.m. on Saturdays, and 7:30 a.m. to 6:00 p.m. on Sundays and holidays. The shop is responsible for the maintenance and repairs of 34 units in the John Adams Building and Thomas Jefferson Building, 36 units in the James Madison Memorial Building, and 13 units in the Supreme Court Building. One elevator mechanic is assigned to the Supreme Court Building five days each week. This shop is required to service four buildings having a total of 73 units and 512 door openings, and cover two shifts per day plus weekends, holidays and special events. A substantial part of the routine and preventive maintenance time expended by this shop has been spent in the repair and

over-haul of aging mechanical and electrical elevator machinery. The most critical units for replacement are the 40-year-old freight elevator No. 15 in the John Adams Building and elevators No. 1 and No. 2 in the Thomas Jefferson Building; these elevators will be replaced during the Renovation and Restoration Project.

Machine Shop

The services of the Machine Shop are required at all times while the book conveyor systems are in operation, which is Monday through Friday from 7:30 a.m. to 10:00 p.m., Saturday from 7:30 a.m. to 5:15 p.m., and Sunday from 9:15 a.m. to 5:15 p.m. The primary function and responsibility of the shop is to maintain and service all the book conveyors and pneumatic tube systems in all three buildings of the Library of Congress. The secondary responsibilities of this shop include maintenance on overhead garage doors, cutting keys, installing and servicing locks and door closures, all welding and machine work, maintaining grounds and snow removal equipment, and support work for other shops and buildings in the Capitol Complex. The majority of preventive maintenance work on the book conveyor systems and pneumatic tube systems is done on Sundays. These systems are also checked each day for any malfunctioning parts and are corrected where necessary. The major project for this shop during the year was the mechanical maintenance of the new computer operated book conveyor system and the replacement of door closers in the James Madison Memorial Building. With the present staff the workload had been kept up-to-date. The majority of malfunctioning door closers in the James Madison Memorial Building will be replaced with overhead closers by the Rixson Company.

Masonry Shop

The Masonry Shop was established in October, 1983, and has the responsibility for maintaining, installing and repairing interior and exterior stone, brick, tile, block and concrete in all Library of Congress buildings.

Major projects of this Shop during Fiscal Year 1984 included: installation of concrete block partitions in Architect of the Capitol Storage Room, Machine Shop, ARA Storage area, Masonry Shop, Room LM-B07, Room LM-32 and Storage Room LM-B21; removed, cleaned and recaulked the joints between the marble and flashing on the James Madison Memorial Building; cleaned and caulked 2,100 linear feet of deteriorated joints between

the granite slabs and the durex blocks on the Independence Avenue Plaza of the James Madison Memorial Building; installation of 160 square feet of quarry tile and 40 linear feet of marble base in the James Madison Memorial Building Cafeteria; dismantled and repaired approximately 200 linear feet of retaining wall on the Thomas Jefferson Building grounds.

Paint Shop

Interior painting in the Thomas Jefferson Building consisted of 14,100 square feet of ceilings, and 96,000 square feet of walls, doors and window frames. In the John Adams Building, 8,000 square feet of ceilings and 22,000 square feet of walls and doors were painted. In the James Madison Memorial Building, 102,000 square feet of walls were painted, and 141,000 square feet of concrete floors were sealed with plastic finish. Ceiling painting totalled 6,000 square feet, and 102 doors were repainted.

Exterior painting of window frames, doors, planters, tables, curbing and parking lines was accomplished during Fiscal Year 1984, utilizing a total of 800 man-hours. Shop work required 2,700 man-hours of labor and consisted of miscellaneous painting, mixing paint, glazing, ordering and stocking supplies and stenciling.

Plumbing Shop

This shop is responsible for the performance of all plumbing, pipefitting, steamfitting and pipe insulation in the three Library buildings. The shop maintains and installs equipment such as vacuum pumps, water piping, toilet fixtures, drinking fountains, sanitary equipment, fire pumps, fire sprinkler systems, fire hose stations, fire extinguishers, Halon fire extinguishing systems, lawn sprinkler systems, cafeteria equipment, low and high pressure steam lines, gas, air, sewer piping, and the demineralized water system in the James Madison Memorial Building. The Plumbing Shop operates seven days a week from 7:30 a.m. to 4:00 p.m., with one man scheduled from 4:00 p.m. to midnight. Preventive maintenance of plumbing facilities is an important assignment of this shop. Work done in this area has consisted of cleaning, repairing, and painting of circulating pumps, condensation pumps, sump pumps, sewage pumps and fire pumps in all buildings, as well as servicing and maintaining fire extinguishers, fire hoses, sprinkler systems and Halon systems.

The workload in the Plumbing Shop has been very heavy during this Fiscal Year. Projects included installation of equipment in the James Madison Building cafeteria, Experimental Bindery, Electronic Shop and emergency generator room. In addition, new equipment was installed in the Page School, the Architect of the Capitol Shops in the Thomas Jefferson Building, and the Photoduplication Service in the John Adams Buildings.

Sheet Metal Shop

This shop is responsible for all the copper roofs, metal casings, all air conditioning and ventilating ductwork, metal containers for large pneumatic tube systems, metal partitions, wire grills, metal cabinets and book shelving, metal doors and jambs, and construction of various sheet metal items requested for the Exhibits Office, Preservation Lab, and Recording Lab.

Major projects of this shop during Fiscal Year 1984 included: relocation and installation of movable metal partitions in the James Madison Memorial Building; general maintenance of doors, wire cages and metal partitions in James Madison Memorial Building; general maintenance and replacement of copper roof and glazing skylights over Deck A in the Thomas Jefferson Building; installation of supply and exhaust ducts and exhaust hoods in Architect's Shops; and renovation of air handling units in John Adams Building. The preventive maintenance responsibility primarily involved repairs to the copper roof, copper dome of the Thomas Jefferson and John Adams Buildings.

Supply Branch

The Supply Branch is responsible for purchasing, receiving, storage, inventory, and issuing of all materials used by the Supervising Engineer's Office in the Library of Congress. This Branch manages three storerooms: the central storeroom in the Thomas Jefferson Building, 20,000 square-foot storeroom in the James Madison Memorial Building and one room in the sub-basement of the John Adams Building. The workload has been very heavy because of the large amount of materials used in moving into the James Madison Memorial Building. With the help of the Librarian's Labor force, this Branch is keeping up with the volume of work.

BOTANIC GARDEN

The Architect of the Capitol has served as Acting Director of the United States Botanic Garden since July 3, 1934. The Architect is responsible for the maintenance and operation of the Garden and for any construction changes or improvements made to the Garden. The Architect performs his duties in connection with the Garden under the direction of the Joint Committee on the Library which is charged, by law, with control over the Garden. The United States Botanic Garden performs four main functions.

First, the organization maintains a large public Conservatory in which permanent collections of tropical, subtropical and desert plants are housed under 29,000 square feet of glass. Major collections include aroids, bromeliads, cacti, cycads, ferns, orchids, and palms. There is an ongoing program for the collection of new plant material for the Conservatory, in accordance with the official purpose of the Botanic Garden which is "...to collect, cultivate and grow the various vegetable production of this and other countries for exhibition and display..." Thus, new plants are frequently added to the collections. The building, located at First Street and Maryland Avenue, S.W., Washington, D.C. is open to the public from 9:00 a.m. to 5:00 p.m. seven days a week except during the summer months when it is open from 9:00 a.m. to 9:00 p.m. daily. There is no charge for admission.

Second, the Botanic Garden maintains a public park located on Independence Avenue, across from the rear entrance of the conservatory. The park, approximately one acre in size, features a wide variety of summer blooming annuals, herbaceous perennials, and unusual woody plants. The focal point of the park is the historic Bartholdi Fountain. The park, like the Conservatory, is an evolving garden in which new species are constantly being introduced and reviewed for performance. Areas within the park are frequently redesigned and replanted creating an ever-changing display. A constant attempt is made to represent the increasing variety of plant material which becomes available to gardeners each year.

The third major responsibility of the U.S. Botanic Garden is to sponsor four annual plant and flower shows held inside the Conservatory. Special display areas, totaling 9,000 square feet, are used for this purpose. The Easter Show, featuring masses of spring flowering plants, is the first such event of the year. It is from Palm Sunday through Easter Sunday. The second annual show, The Summer Terrace Display, is held on the patio in front of the building from May through September.

Hundreds of flowering and foliage plants in hanging baskets highlight this event. The third show, held from mid-November through the Thanksgiving holiday, features a wide variety of chrysanthemums. Poinsettias dominate the last annual show held from mid-December through Christmas. In addition, the Garden hosts plant and flower shows sponsored by area garden clubs and plant societies each year.

The fourth function of the Garden, is the maintenance of the Poplar Point Nursery located in Anacostia, Washington, D.C., just a few miles from the Conservatory. This area includes approximately 50,000 square feet under glass and 23 acres of land, five of which are used as an outdoor growing area for woody plants. All of the plants displayed in the annual shows are raised at the nursery. Additional material grown at this facility includes 12,000 orchids (used in the rotating exhibition held year-round in the Conservatory), all the plants displayed in the park and on the Conservatory grounds, much of the material incorporated into the permanent collections housed in the Conservatory, the herbaceous and woody plants used outdoors in the Capitol Hill Complex, those plants loaned to congressional offices and palm trees as well as cut flowers used for decoration at congressional functions.

Other duties of the Botanic Garden include group tours given the year-round, a series of horticulture classes held from September through May, and a plant information service. All services are offered free of charge. The Botanic Garden Conservatory is also the site of a variety of Congressionally related functions held in the evening, after the building has been closed to the public. The above duties are performed by a work force of 57 people, including thirty four gardeners, nine operating engineers, a maintenance crew of seven and seven who are employed in a supervisory or clerical capacity.

Fiscal Year 1984 has been particularly productive in all areas. New species were added to each of the Conservatory collection. The majority of additions included succulents, orchids and begonias. Each new plant has been formally labeled, as is the policy of the Garden. New perennials and unusual annuals were added to the Botanic Garden Park and Conservatory during the Fiscal Year 1984.

Other responsibilities of the Botanic Garden have also increased. Group tours and attendance at the horticulture classes remain on the increase. Group tours of the Conservatory have become very popular with the local and out-of-state school systems. Congressional staffs have also increased their requests for guided tours during Fiscal Year 1984. On a group tour the visitors are

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escorted through the building and shown collections including ferns, bromeliads, orchids, cacti and palms. During Fiscal Year 1984 VIP tours were given to people of many countries, including China, India, England and Japan. A total of 29 Congressionally related functions were held in the Conservatory during the Fiscal Year 1984. A special effort was made by the Administrative staff to bring additional senior citizen organizations into the Conservatory during the major shows and classes.

Press releases continue to be sent to local radio stations, newspapers, newsletters, and magazines prior to each show and horticulture class. A schedule of events is always in the information rack located in the Conservatory. Over 1,200 invitations to attend the major shows and classes were sent to the Members of Congress and their staffs prior to each event. The information service which provides horticultural and general information via telephone and letter was greatly increased during Fiscal Year 1984.

Maintenance Division

In Fiscal Year 1984, the Maintenance Division of the Botanic Garden was required to perform a wide variety of duties essential to the management of the facilities. This division is responsible for maintaining the Conservatory, Administrative building, all equipment within the Botanic Garden Park, and the Poplar Point facilities. During this Fiscal Year, the following tasks were performed:

Carpentry. Construction work included a Gazebo for the First Lady's Luncheon, a plant stand for use in the Summer Terrace Display, new storage shelves, plant containers, and plant flats. In addition, exterior gutters of one greenhouse were replaced and doors and plant benches were maintained and adjusted in the Conservatory and greenhouses.

Electrical. Performed routine maintenance of all electrical equipment including pumps, wiring and lighting in the Conservatory, greenhouses and the Administrative building and wiring for special events.

Glazing. Numerous panes of broken glass in the Conservatory and greenhouses at Poplar Point were replaced. All the greenhouses were shaded four times throughout the summer with Kool-Ray shading white.

Heating Systems. Routine service was performed on two oil-fired and two gas-fired boilers. In addition, the radiators and steam traps located in the Conservatory were maintained.

Mechanical. All duties were performed necessary to maintain the 12 vehicles belonging to the Botanic Garden, as well as one front-end loader, four tractors, and field equipment for Nursery use.

Painting. In addition to routing maintenance, areas painted included the the exterior of the old greenhouse range.

Plumbing. Necessary repairs and preventive maintenance were performed on all water and sewer lines, sprinkler systems and irrigation equipment. All pumps at the Poplar Point facility and Conservatory were also maintained.

Decoration Division

A total of 901 decorations were provided during Fiscal Year 1984. Palms and ferns were delivered to designated buildings, set up in rooms reserved for Congressional functions and returned to the greenhouses. Deliveries included 682 centerpieces, 10,750 cut flower arrangements, and 270 vases.

Nursery Division

In addition to the materials supplied to the Capitol Grounds, the Nursery Division maintained the outside nursery and grounds of Poplar Point. This involved the mowing of grass, planting of liner nursery stock, irrigation, fertilization, application of insecticides, constant cultivation of nursery fields and the pruning of nursery stock.

Old Greenhouse Division

In addition to the contributions toward the Spring Flower Show, the production of bedding plants, and the Chrysanthemum Show, this Division also produced the cut flowers necessary for decorations at the Capitol Complex.

Orchid Division

The Orchid Collection of the Botanic Garden, numbering 16,000 plants, is considered one of the finest collections in the United States. During Fiscal Year 1984, 5,892 flowering orchids were displayed in the ongoing exhibition at the Conservatory. Daily maintenance

of the collection included the repotting of 4,300 plants and the retying of 12,217 plants. The Orchid Division produced 900 ferns of assorted varieties and 150 Rex Begonias for use in the Conservatory. The employees of the Orchid Division have actively participated in the National Capitol Orchid Society to upgrade the collection through the contribution of plants by the members of the Society. In Fiscal Year 1984, 217 orchid plants were added to the collection by private donation.

Propagation Division

In addition to the contribution made toward the Spring Flower Show and the production of bedding plants, this Division was also responsible for producing plant materials used in the Conservatory and nursery liner stock. A complete list is on file with the Central Office of the Architect.

SUPREME COURT

The Architect of the Capitol's staff for the Supreme Court consists of 33 positions to provide for the care and maintenance of the building structure, mechanical and electrical systems, elevator and food service equipment and the grounds and courtyards. In addition, the maintenance force assists the Marshal's Office with preparations for special functions sponsored by the Court. Administration of the Supreme Court Maintenance Organization is provided by a Supervising Engineer under the direction of the Director of Engineering. The limited size of the work force requires that all employees engage in a broad range of work activities. Work of a general nature is assigned to the Plumbing and Heating Shop. Shift personnel and maintenance workers assist all the Divisions with maintenance assignments. Those trade skills that are not available to the Supreme Court work force are obtained from the Architect of the Capitol's Construction Management Division or by contract with outside contractors. In Fiscal Year 1984 the Supervising Engineer, in addition to directing the routine maintenance of the Court, coordinated the following major projects:

Installed temporary gatehouses at Second Street Garage driveway for use by security personnel and installed hydraulic operated barricades to improve building security.

Replaced eleven marble pavers and pointing and caulking of walls and balustrades at the exterior promenades.

Pointed and caulked the North and South Drive retaining walls and also reset the stone at the West Central Plaza.

Replaced shrubs adjacent to building and sidewalks.

Installed six granite curb cuts in Basement Garage.

Modified space in Room B-45 to accommodate computerized system.

Replaced vacuum heating pumps and repaired deteriorated insulation and pipe coverings in basement mechanical equipment rooms.

Improved ventilation, installed new ceiling and new lighting in Room B-02, employees locker room and improved ventilation in serving and dishwasher areas and replaced ceiling materials in G-35, Kitchen.

Painted ornamental vaulted ceiling in Room 320, Special Library.

Replaced lighting to improve illumination and installed resilient flooring in Room 400.

Air Conditioning Shop

This shop is responsible for performing preventive and routine maintenance of equipment and monitoring meters and alarms to provide acceptable building environmental conditions. It also maintains the refrigeration equipment of the Food Service operation. During Fiscal Year 1984, this shop built and installed various pieces of new equipment, including air monitor units to measure airborne particulants in specific building areas.

Electric Shop

This shop is responsible for the maintenance and repair of electrical distribution equipment and lighting and control systems. This fiscal year, programs included maintenance and modernization of equipment and interior and exterior lighting.

Elevator Shop

The maintenance of elevator equipment is assigned to the Library of Congress Elevator Shop and coordinated by the Supreme Court Electric Shop. Electric Shop personnel inspect the elevators each morning and notify the Library of Congress elevator mechanic if special repair work is required. During Fiscal Year 1984, 23 elevator service calls were recorded. This represents a 56 percent decrease in the number of calls compared to the past Fiscal Year.

Grounds

Routine maintenance was performed on the lawn and landscaped areas adjacent to the Supreme Court Building, the four courtyard areas on the first floor, and potted plant materials located within the building. Fountains were cleaned and snow was removed. Plant material was provided for special Court functions. A special project this fiscal year was the continuation of the replacement of 360 hedge plants along Second Street, Maryland Avenue, First Street, and East Capitol Street. The parking lot was landscaped and 6,000 tulip bulbs planted.

Masonry Shop

During Fiscal Year 1984 maintenance and repair of the interior and exterior marble and brick included masonry repairs and construction for renovation work, installation of six curb cuts in the basement garage, leveling and resetting of west plaza pavers, replacement of a 20 foot section of sidewalk, repair and caulking of inner courtyard pavers and replacement of eleven pavers on terraces.

Paint Shop

This shop is responsible for the maintenance and repair of protective coverings in the Supreme Court Building. Work is directed by the Decorator Painter with assistance provided from other divisions or the Construction Management Division depending on the size and scope of the project. Work is scheduled based on occupant activity and in consideration of the time that has lapsed since prior painting. Work accomplished during Fiscal Year 1984 included the repainting of 64 rooms and other areas, refinishing 162 oak doors and frames,and repainting the handicap ramp at the Maryland Avenue entrance and parking lot posts.

Plumbing and Heating Shop

This shop is responsible for the preventive and active maintenance and repair of plumbing, heating, and fire protection systems. Other special trade areas that are assigned include painting, masonry, carpentry, glazing, locksmith, and roofing. This shop is responsible for shift personnel who provide a 7 day per week coverage of building operations. During Fiscal Year 1984, this shop installed new equipment and assisted with renovation projects. Special projects included replacing 75 lawn sprinklers, 15 detective convectors and 10 sets of spigots and replacing 110 deteriorated heating convector valves.

Storeroom

The Storeroom provides a variety of services to assist all divisions: preparation of requisitions for tools, supplies and materials; maintenance of inventory of tools and materials; record keeping for weekly and bi-weekly payrolls, routing of service requests to the proper division. During Fiscal Year 1984, 307 requisitions were prepared for maintenance materials and special projects.

PROJECTS COMPLETED BY THE ARCHITECTURE DIVISION

FISCAL YEAR 1984 (By Building)

AREA OR ROOM	PROJECTS (designs and construction supervision)
United States Capitol	
West Central Front	Specifications for test drilling - check and rewrite
West Central Front	Specifications for paint removal - check and rewrite
West Central Front	Specifications for general contract - review
West Central Front	Location of construction trailers
House Chamber	Seal of the District of Columbia
Senate Subway Terminal	Police Desk chair rail design
Rooms ST-2,ST-4,ST-8,ST-10	Alterations
Room SB-4	Design for closet shelves
Senate Restaurant Basement	Kitchen salad area
Rooms HT-2, HT-4, HT-6, HT-2M, HT-4M, HT-6M	Renovations
Room HT-5	Alterations
Rooms HT-5, HT-3, HT-13	Renovations
Room HB-16A	New entrance
Room HB-16B	Conversion from storage to office space
Room HB-28	Remodeling
Rooms H-222 and H-223	Window details
West Front Restoration	Door designs
East Front	Hand truck ramp design
East Front Corridors	Carpet design
Senate Wing	Location of future Vice-Presidential busts
Senate Side	Pedestal for bust of Vice President Nelson A. Rockefeller
Room S-101	Design for Amtrak ticket office
Room S-102	Layout for renovation & cabinets
Room S-117	Color scheme for Family Dining Room
Room S-145	New mantle piece
Adjacent to S-145	Design for handicapped toilet
Hall of Columns	Appointment desk
Room H-115	Design for new cabinets
Rooms H-117,H-118,H-120	House Dining Room alterations

Room H-118	House Dining Room renovation
Room H-130	Alterations to House Restaurant
Room H-131	Acoustical panels
Room H-140	Alterations
House Cloakrooms H-222,H-223	Design of security doors
Rooms S-308, S-408, S-409	Space conversion to Radio/TV facility
Adjacent to S-312	Renovation
Room S-326	Renovation, design for new fireplace mantle and storage cabinet
Room S-329	Bookcase design, furniture layout and alterations
Room S-341	Bookcase design for window area
Adjacent to Room S-344	Toilet alterations
Rooms H-311, H-312	Carpet design

Capitol Grounds

East Front	Security Plan
East Front Plaza	Proposed design
East Entrance Gatehouses	Design
West Central Front	Trailer location plan
Parking Garage	Kiosk
Square 724	Senate Day Care Center Playground

Senate Office Buildings

Senate Bulletin Boards	Design

Russell Senate Office Building

Exterior	Commemorative plaque
All Floors	Plans with areas (square footage)
First Street Entry	Design for vehicle barrier
Rooms SR-B3, SR-B5, SR-B7, SR-B9, SR-B11	Alterations
Room SR-135	Design for built-in furniture
Room SR-157	New door for vestibule
Room SR-182, SR-183	Alterations
Room SR-198	New partition
Rooms SR-213 - SR-218, SR-353, SR-388 thru 391	Furniture layout
Room SR-459	Alterations

Dirksen Senate Office Building

Exterior	Commemorative plaque
All Floors	Plans with areas (square footage)
Basement Main Kitchen	Remodeling

Dirksen North Cafeteria	Floor plan
North Cafeteria	Furniture Layout
North Cafeteria	Servery layout and design
Carryout	Finish elevation
Room SD-G14	Alterations
Rooms SD-G53,SD-G55,SD-G57	Senate Restaurant space layout
Network and Computer Rooms	Alterations
Public Corridors	Paint selection
Rooms SD-512, SD-514	Furniture layout
Seventh Floor	Design for shower facilities

Hart Senate Office Building

Exterior	Commemorative plaque
Truck Entrance	Security barricade
All Floors	Plans with areas (square footage)
Seven Suites	Reception desks
Basement Police Repair and Storage Room	Design
Basement Cold Storage Room	Design
Atrium	Calder stabile footprint
Rooms SH-101 thru SH-103, SH-142 thru SH-144	Plan
Rooms SH-104, SH-112	Systems furniture plan
Room SH-113	Furniture layout
Room SH-115	Furniture and parition layout
Room SH-117	Shelves
Room SH-122	Plan for new office
Rooms SH-123, SH-124	Alterations
Room SH-141	Modular furniture plan
Room SH-201	Furniture and partition layout
Room SH-203	Design special function room
Room SH-204	Bookcase design
Rooms SH-229, SH-232	Furniture layout
Room SH-303	Systems furniture plan
Room SH-306	Door design
Room SH-316	Partitions
Rooms SH-322, SH-438	Furniture and partition layout
Rom SH-328	Plan revisions
Room SH-405	Revisions and partition layout
Room SH-442	Furniture layout
Rooms SH-442-446,SH-503	Furniture and partition layout
Room SH-506	Partition layout
Room SH-521	Furniture layout
Room SH-530	Furniture and partition layout
Room SH-524	Revise partition layout
Rooms SH-613B, SH-622A	Furniture and partition layout
Room SH-630	Furniture layout
Room SH-702	Furniture and partition layout
Room SH-703	Systems furniture layout
Room SH-705	Design special function room

Rooms SH-711, SH-814	Furniture and partition layout
Room SH-717	Pedestal
Room SH-722	Modular furniture plan
Room SH-720	Door closer
Room SH-724	Furniture layout
Rooms SH-731, SH-808	Furniture and partition layout
Rooms SH-808, SH-818	Alterations
Rooms SH-813 thru SH-818, SH-820	Furniture and partition layout
Room SH-826	Revisions
Room SH-831	Furniture layout
Room SH-833	Door alterations
Ninth Floor	Cafeteria finishes

Cannon House Office Building

Granite Exterior Stairs	Specifications
Room B-53	Alterations
Rooms 1F, 1G, 2F, 2G, 2E, 2F, 4F, 4H	Proposed offices
Rooms 114,119,133,204,206,226, 317,323,324,418,434	Furniture and partition layout

Longworth House Office Building

Rooms B-221,1019,1020, 1022, 1030A, 1216	Furniture layout
Room 1229	Space planning
Room 1324	Flag arrangement
Room 1434	Space analysis
Room 1524	Furniture layout
Room 1540	Furniture layout and desk design

Rayburn House Office Building

Rooms B-339 A and B	Feasibility study to convert area to cooking facility
G-2 Level Garage	Medium security storeroom
Room 2141	Furniture layout
Room 2165	New reception room
Rooms 2238,2305,2322,2338,2356 2346,2404,2416,2434,2442	Furniture layout

House Office Building Annex 1

First Floor	Handicapped toilets
Pages' Dorm	Music Room
Room H1-715	Space analysis

House Office Building Annex 2

Rooms H2-173, H2-174	Alterations
Room H2-238	Furniture Layout
Sixth Floor Hallway	Security booth
Rooms H2-607-608, H2-619-620, H2-643-644	Remodeling
Rooms H2-686, H2-686A	Partition layout

Supreme Court

East Driveway	Design for gatehouses
Driveway	Design for barricade
Library Viewing Area	Plan for enlargement
Rooms G-11, G-12	New door
Elevators 1 and 2	Design for elevator enclosures
First Floor	Modification for handicapped toilets
Rooms 309, 310, 311	Install interconnecting doorways
Rooms 313 thru 319	Remodeling

Library of Congress

John Adams Building

Basement Floor - North End	New loading dock
Fourth Floor	Finishes

Thomas Jefferson Building

West Main Pavilion	Elevator cab design
Whittall Pavilion	Carpet design
Decks A and B	Stairway design
Entrance paving	Resetting

James Madison Memorial Building

Pickford Theatre	Handicapped ramp

Capitol Power Plant

Administration Building Second Floor	Partition layout

PROJECTS PERFORMED BY THE CONSTRUCTION MANAGEMENT DIVISION, CONSTRUCTION BRANCH (INCLUDING STONEWORK)

FISCAL YEAR 1984 (By Building)

LOCATION	ACTIVITY
United States Capitol	
Exterior of Building	Pointing and caulking
West Central Front	Miscellaneous construction
East Plaza	Two guardhouses
Capitol Grounds	
Taft Memorial	Waterproofing
Concrete Pavers - West Terrace	Removal and resetting
Maryland and Pennsylvania Avenue Walkways	Replacement
General	Pointing and caulking
Dirksen Senate Office Building	
Exterior of Building	Pointing and caulking
Building Overall	Renovations
Basement Cafeteria	Construction
Roof and Balustrade	Repairs
Russell Senate Office Building	
Exterior of Building	Pointing and caulking
Hart Senate Office Building	
CATV Systems	Installation
Health Facility	Construction
Phase VII	Remaining work
Phase V/B4	Demountable partitions

Phase V/B5	Service Fitting Installation
Select Committee on Intelligence Staff Area	Construction
Select Committee on Intelligence Hearing Room	Construction
Parapet Wall	Copper cap installation
Central Wing	Catwalk access
Senate Ethics Committee	Construction
Ninth Floor Catering Service Area	Construction
Central Wing Roof Area	Roof vents and repair, install tennis court
Network Room, Senate Computer Center	Construction
Basement, Ground Floor Slabs	Construction
Central Wing Courtyard	Landscape development
General	Tenant work

Cannon House Office Building

Exterior Stairs	Replacement
Exterior of Building	Pointing and caulking

Rayburn House Office Building

Roof	Replacement
Exterior of Building	Pointing and caulking

House Office Building Annex No.2

Solar Collectors	Installation
Exterior of Building	Expansion joint and brick repair
East Entrance	Repair and clean steps

Supreme Court

Basement and Ground Floor	Renovations
Room 305	Conversion to Rare Book Room
Room B-37	Conversion to police locker room
Roof	Replacement of lead coated copper
Room G-47	Revisions to police officials locker room
Room G-35	Replace ceiling system
Third Floor Library	Refurbish Ceiling
Heating System Vacuum Pumps	Replacement
Room G-35	Improve ventilation
Basement Area	Install security barricades
Exterior of Building	Pointing and caulking

Library of Congress

James Madison Memorial Building

Roof	Repair Sixth Floor, Phase I

Thomas Jefferson Building

Fire Protection System	Installation
West Exterior Terrace	Restoration

John Adams Building

Fire Protection System	Installation
Exterior of Building	Pointing and caulking

Capitol Power Plant

Steam Lines to Capitol	Replacement
Steam Tunnel	Replace expansion joints
Roof, Gutter, Downspouts and Watertable	Replacement
Ash Silo Roof	Replacement

Botanic Garden

Conservatory Roof and Exterior	Renovations

Philip A. Hart Senate Office Building
Construction Data

Phase IV--Superstructure--Contract No. ACso-491

Contractor: Baltimore Contractors, Inc.

Original contract price	$34,180,000
Change orders issued	960,597
Adjusted contract amount	35,140,597
Value of claims for direct costs	204,159
Requisitions to date	35,139,597
Work completed	99%
Work scheduled to have been completed	100%

Major work performed:

Completing the building enclosure including site work, structural steel, concrete slabs, fireproofing, roof systems, windows, and exterior walls.

Chronology:

Invitation for Bids (IFB) date	July 11, 1977
Bid date	August 30, 1977
Contract award date	October 25, 1977
Notice to proceed	October 25, 1977
Contract completion date (900 calendar days)	April 14, 1980
Adjusted contract completion date	January 18, 1981
Substantial completion date	September 25, 1981
Liquidated damages	$1,000/Calendar Day
Liquidated damages pending	$1,215,000

Phase V/A--Interior and Related Work--Contract No. ACso-513

Contractor: J.W. Bateson Company, Inc.

Original contract price	$15,691,000
Accepted additives	3,832,000
Total contract price	19,523,000
Change orders issued	414,471
Adjusted contract amount	19,937,471
Value of claims for direct costs	54,242

Requisitions to date..... 19,937,371
Work completed..... 99%
Work scheduled to have been completed..... 100%

Major work performed:

Continuing work on completion of major portions of the subbasement through ground floor, including interior partitions, finishes, mechanical and electrical systems, and major portion of the mechanical and electrical systems in the first through ninth floors.

Chronology:

Invitation for Bids (IFB) date..... August 7, 1978
Bid date..... December 7, 1978
Contract award date..... December 27, 1978
First notice to proceed..... February 5, 1979
Second notice to proceed..... October 15, 1979
Third notice to proceed..... July 1, 1980
Contract completion date..... July 30, 1982
Substantial completion date.. July 30, 1982
Liquidated damages..... $2,000/Calendar Day
Assessed liquidated damages.. None

Phase V/B--Remaining Interior, Electrical, and Related Work--Contract No. ACso-548

Contractor: Chas. H. Tompkins Co.

Original contract price..... $30,734,600
Change orders issued..... 1,830,260
Adjusted contract price..... 32,564,860
Value of claims for direct cost..... 165,792
Requisitions to date..... 32,420,974
Work completed..... 100%

Major work performed:

Continuing work on completion of the majority of interior finishes and electrical in the Hart Building and some finish work in the Central Wing of the Dirksen Building, and the extension of the existing Senate subway.

Chronology:

Invitation for Bids (IFB) date..... April 3, 1980
Bid date..... May 13, 1980
Contract award date..... June 19, 1980
First notice to proceed..... June 19, 1980
Second notice to proceed..... September 2, 1980
Contract completion date..... October 31, 1982
Substantial completion date.. July 30, 1982

Liquidated damages..... $2,000/Calendar Day
Liquidated damages assessed.. None

Phase V/B2--Remaining elevator and escalator work--Contract No. ACso-547

Contractor: U.S. Elevator Corporation

Original contract price.....	$2,996,600
Change orders issued.....	46,528
Adjusted contract amount.....	3,043,128
Requisitions to date.....	3,029,628
Work completed.....	99%
Work scheduled to have been completed.....	100%

Major work performed:
Continuing work on passenger elevators and the escalator at the subway station.

Chronology:

Invitation for Bids (IFB) date.....	December 6, 1979
Bid date.....	February 7, 1980
Contract award date.....	June 9, 1980
First notice to proceed.....	June 12, 1980
Second notice to proceed.....	January 19, 1981
Third notice to proceed.....	January 18, 1982
Fourth notice to proceed.....	November 30, 1981
Contract completion date.....	July 3, 1982
Substantial completion date..	September 20, 1982
Liquidated damages.....	$5,000/Calendar Day
Liquidated damages assessed..	To Be Determined

Phase V/B3--Broadloom Carpet Procurement for Senators' Offices--Contract No. ACso-581

Contractor: King-Page Inc.

Original contract price.....	$50,300
Change orders issued.....	840
Adjusted contract price.....	51,140
Work completed.....	100%

Major work performed:
Furnishing and delivery of broadloom carpet.

Chronology:

Invitation for Bids (IFB) date.....	December 9, 1981
Bid date.....	January 6, 1982
Contract award date.....	March 10, 1982
Notice to proceed.....	April 16, 1982
Contract completion date.....	June 1, 1982
Substantial completion date..	August 23, 1982
Liquidated damages.....	$100/Calendar Day
Liquidated damages assessed..	To Be Determined
Final Payment Date.....	May 31, 1983

Phase V/B3--Carpet Tile and Broadloom Carpet--Contract No. ACso-582

Contractor: B. Shehadi & Sons, Inc.

Original contract price	$733,889
Change orders issued	35,615
Adjusted contract price	769,504
Requisitions to date	733,889
Work completed	100%

Major work performed:

Furnishing and delivery of carpet tile and broadloom carpet.

Chronology:

Invitation for Bids (IFB) date	March 31, 1982
Bid date	April 13, 1982
Contract award date	April 21, 1982
Notice to proceed	April 28, 1982
Contract completion date	July 6, 1982
Actual completion date	July 6, 1982
Liquidated damages	$200/Calendar Day
Liquidated damages assessed	None
Final Payment Date	January 31, 1983

Phase V/B4--Interior Demountable Partitions--Contract No. ACso-570

Contractor: Transwall Corporation

Original contract price	$268,255
Change orders issued	51,528
Adjusted contract price	319,783
Requisitions to date	265,941
Work completed	100%

Major work performed:

Furnishing and delivery of partition panels, including accessories, wood doors, hardware, glazing, and back boxes and bushings for mechanical and electrical devices and controls.

Chronology:

Invitation for Bids (IFB) date	June 11, 1981
Bid date	July 8, 1981
Contract award date	August 6, 1981
Notice to proceed	September 25, 1981
Contract completion date	September 1, 1982
Substantial completion date	September 30, 1982
Liquidated damages	$500/Calendar Day
Liquidated damages assessed	To Be Determined

Phase V/B5--Electrical and Telephone Service Fitting Procurement--Contract No. IFB-8222

Contractor: Graybar Electric Company, Inc.

Original contract price	$90,464

Adjusted contract amount..... 90,464
Requisitions to date..... 90,464
Work completed..... 100%
Major work performed:
Floor service fittings and afterset inserts for future electrical outlets.
Chronology:
Invitation for Bids (IFB) date..... February 25, 1982
Bid date..... March 18, 1982
Contract award date..... April 6, 1982
Notice to proceed..... April 6, 1982
Contract completion date..... July 5, 1982
Actual completion date..... June 29, 1982
Final payment date..... July 31, 1982

Phase V/86--Interior Stone Procurement--
Contract No. ACso-549
Contractor: Georgia Marble Company
Original contract price..... $2,489,000
Change orders issued..... (1,118)
Adjusted contract price..... 2,487,882
Requisitions to date..... 2,487,882
Work completed..... 100%
Major work performed:
All stone necessary for completion except for flooring, stair treads, slate, and stone to match existing work, which is in Phase V/B Contract.
Chronology:
Invitation for Bids (IFB) date..... April 15, 1980
Bid date..... May 9, 1980
Contract award date..... June 17, 1980
Notice to proceed..... September 22, 1980
Contract completion date..... March 1, 1982
Adjusted contract completion date..... March 29, 1982
Substantial completion date.. March 29, 1982
Liquidated damages..... $500/Calendar Day
Liquidated damages assessed.. None
Final payment date..... September 30, 1982

House of Representatives Office Building Annex No. 1
Construction Data

Addition of Two Steel Fire Escapes--
Contract No. ACho-544
Contractor: Potomac Iron Works
Original contract price $45,000

Percentage completed..... 100%
Payments to date..... $42,750
Major work performed:
Completed work on the installation of two plant-fabricated steel fire escape stairways.
Chronology:
Invitation for bids (IFB) date..... March 4, 1983
Bid date..... March 29, 1983
Contract award date..... May 16, 1983
Notice to proceed..... July 15, 1983
Contract completion date..... November 11, 1983

James Madison Memorial Building
Construction Data

Phase IV--Interior and Related Work
Contract No. ACcong-494
Contractor: J. W. Bateson Company, Inc.
Original contract price..... $67,728,300
Change orders issued..... 7,519,991
Amendment No. 1..... 385,000
Adjusted contract amount..... 75,633,291
Change orders (final price unsettled). 79,525
Contractor's proposal for change orders..... 16,758
Contractors claims submitted..... 80,070
Requisitions to date..... 75,507,051
Work completed..... 100%
Major work performed:
Completed work on interior partitions, finishes, mechanical and electrical, security systems, elevators and escalator, and an automated book conveyor system connecting Jefferson and Adams Buildings.
Chronology:
Invitation for Bids (IFB) date..... January 30, 1975
Bid opening date..... July 23, 1975
Contract award date..... March 9, 1976
First notice to proceed..... March 18, 1976
Second notice to proceed..... July 21, 1976
Third notice to proceed..... January 4, 1978
Contract completion date..... December 8, 1978
Adjusted contract completion date..... May 31, 1979
Substantial completion date.. April 18, 1980
Final payment date..... July 11, 1984

United States Capitol
Restoration of the West Central Front
Construction Data

Removal and Cleaning of Masonry--
Contract No. ACbr-753
Contractor: Polonia Restoration Co., Inc.
Original contract price..... $275,000
Change orders issued
(10 Supplements)..... $ 53,601
Adjusted Contract amount..... $328,601
Requisitions to date..... $323,601
Work completed..... 99%
Major work performed:
Removal of existing paint from the sandstone walls of the West Central Front.
Chronology:
Invitation for Bids (IFB)
date..... September 13, 1983
Bid opening date..... September 23, 1983
Contract award date..... September 30, 1983
Scheduled completion date.... February 2, 1984

Test Drilling --
Contract No. ACbr-8410
Contractor: Hydro Group, Inc.
Original contract price..... $ 49,869
Contractor's proposal for
change orders..... $ 28,476
Contractor's claims submitted..... $ 47,894
Requisitions to date..... $ 44,882
Work completed..... $ 100%
Major work performed:
Installed four (4) arch ties and six (6) wall ties.
Chronology:
Invitation for Bids (IFB)
date..... November 18, 1983
Bid opening date..... November 28, 1983
Contract award date..... December 5, 1983
Substantial completion date.. February 8, 1984

General Construction --
Contract No. ACbr-8402?
Contractor: Chas. H. Tompkins Co.
Original contract price..... $14,764,000
Change orders issued (1)
(One Supplement)..... $ 4,621
Adjusted contract price..... $14,768,621

Estimated value of supplements issued..... $ 212,587
Work completed..... 5%
Major work performed:
Removal and repair, replacement and refacement of deteriorated stone, replacement of windows, installation of arch, wall, plaster and corner ties, and miscellaneous plaster work.
Chronology:
Request for Proposal (RFP) date..... February 10, 1984
Proposal date..... April 24, 1984
Contract award date..... May 25, 1984
Estimated completion date.... February 11, 1988

ARCHITECT OF THE CAPITOL, SUMMARY OF APPROPRIATIONS
AND AUTHORIZED POSITIONS, FISCAL YEAR 1984

Appropriation	Amount	Number Authorized Positions
Salaries	$ 4,906,000	134
Contingent Expenses	360,000	...
Capitol Buildings	13,380,000	204
Capitol Grounds	3,449,000	84
Senate Office Buildings	24,712,000	578
House Office Buildings	21,684,000	779
Capitol Power Plant	23,602,000	104
Library Buildings and Grounds	87,570,000	133
Botanic Garden	2,058,000	57
Total	$ 181,721,000	2,073
Care of the Building and Grounds Supreme Court	$ 2,571,000	33

ARCHITECT OF THE CAPITOL APPROPRIATIONS
FISCAL YEARS 1981-1984
(INCLUDING SUPPLEMENTALS)

	Fiscal Year 1981		Fiscal Year 1982		Fiscal Year 1983		Fiscal Year 1984	
	Amount	Positions	Amount	Positions	Amount	Positions	Amount	Positions
Salaries, Office of the Architect of the Capitol	$ 3,327,000	101	$ 3,897,000	113	$ 4,518,000	127	$ 4,966,000	134
Contingent Expenses	210,000	...	210,000	...	210,000	...	360,000	...
Capitol Buildings	7,559,000[1]	215	10,330,000	206	10,098,000	199	13,380,000	199
West Central Front of the Capitol	.....	...	.....	...	49,000,000	...	.....	...
Capitol Grounds	2,274,000[2]	80	2,480,000	84	4,961,000	84	3,449,000	84
Acquisition of Property as an Addition to the Capitol Grounds	11,500,000	...	.....	...	4,500,000	...	.....	...
Senate Office Buildings	11,881,000	511	15,051,000	495	21,038,000	578	24,712,000	578
Senate Garage	104,000[3]	3	99,000	3	.....[4]	...[4]	.....[4]	...[4]
House Office Buildings	17,099,000[5]	782	20,099,000	778	20,842,000	779	21,684,000	779
Capitol Power Plant	18,700,000[6]	104	22,222,000	104	23,150,000	104	23,602,000	104
Library Buildings and Grounds, Structural and Mechanical Care	5,183,000[7]	133	8,785,000	133	5,151,000	133	87,570,000	133
Congressional Cemetery	.....	...	.....	...	300,000	...	.....	...
Grand Total, Architect of the Capitol	$77,837,000	1,929	$83,173,000	1,916	$143,768,000	2,004	$179,663,000	2,011
Botanic Garden, Salaries and Expenses	$ 1,644,000	57	$ 2,351,000	57	$ 1,897,000	57	$ 2,058,000	57
Care of the Building and Grounds, Supreme Court	$ 1,568,000	33	$ 1,654,000	33	$ 2,000,000	33	$ 2,571,000	33
Acquisition of Property as an Addition to the Grounds of the United States Supreme Court	$ 645,000	...	.....	...	.....	...	.....	...

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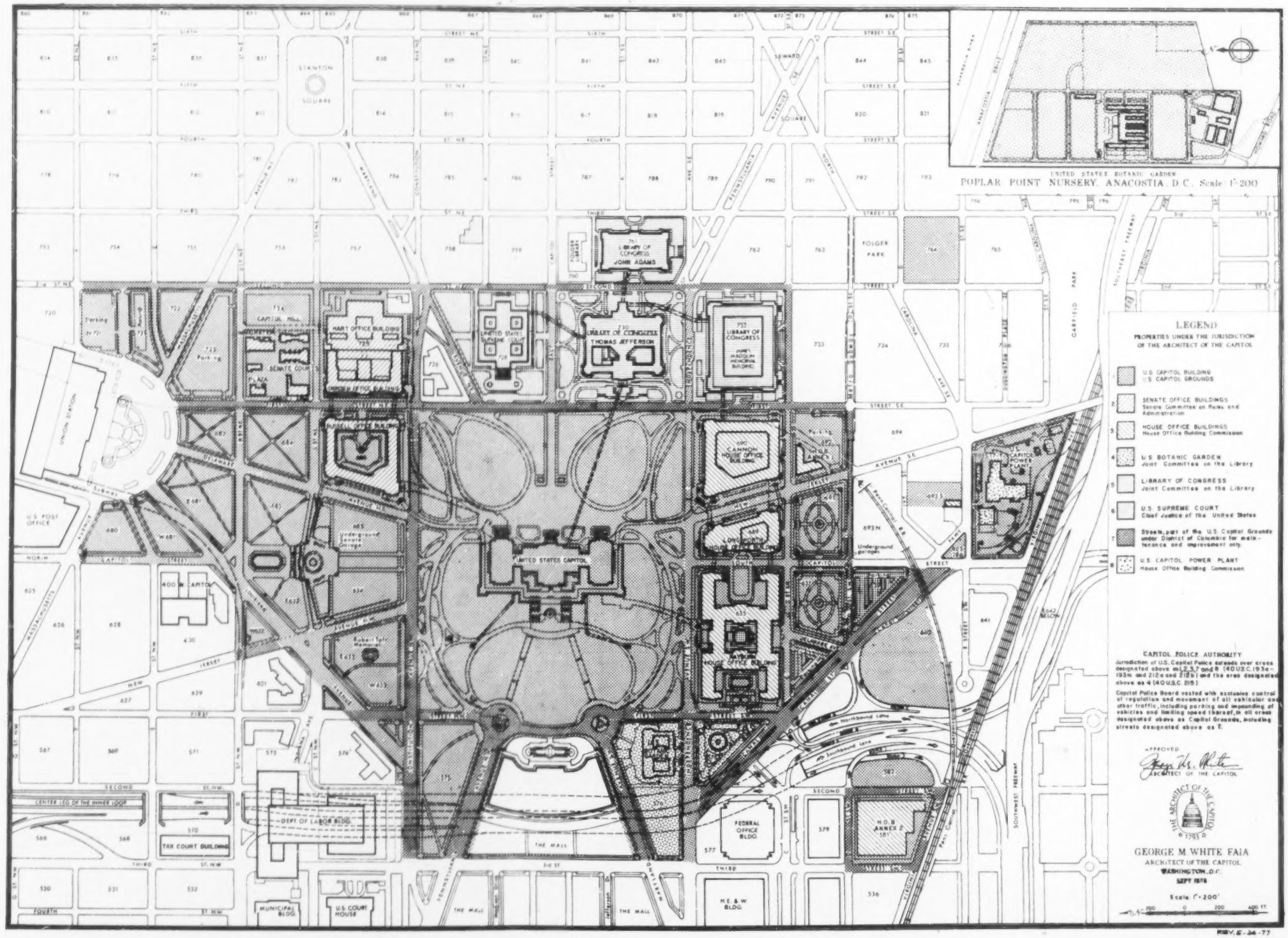
(1) Excludes $ 97,000 rescinded by P.L. 97-12.
(2) Excludes $ 10,000 rescinded by P.L. 97-12.
(3) Excludes $104,000 rescinded by P.L. 97-12.
(4) Included in Senate Office Buildings.
(5) Excluded $200,000 rescinded by P.L. 97-12.
(6) Excludes $ 70,000 rescinded by P.L. 97-12.
(7) Excludes $430,000 rescinded by P.L. 97-12.

Legislation Enacted During Fiscal Year 1984
Relating to the Work of the
Architect of the Capitol

Bill or Resolution	Title	Date Enacted	Public Law Number	Subject Matter
H.J. Res. 368	Continuing Appropriations for FY 1984	10/1/83	98-107	Provides such amounts to continue activities under "Care of the Building and Grounds" - Departments of Commerce, Justice and State, the Judiciary, and Related Agencies Appropriations Act, 1984, from 10/1/83 until enactment into law of the Appropriation Bill or 11/10/83, whichever first occurs.
H.R. 3871	Delaying until January 1984, the Effective Date for Recomputing Hourly Rates for General Schedule Federal Employees	10/11/83	98-117	Amends the Omnibus Budget Reconciliation Act of 1982 to provide that the figure used in determining hourly rates of pay for Federal employees not be changed before the comparability adjustment in the rates of pay for such employees has been made for fiscal year 1984.
S. Res. 269	To Congratulate Albert T. DePilla	Passed Senate 10/21/83		Congratulations for completion of 60 years of Federal Service.
H.R. 3706	Amending Title 5, U.S.C., Making the Birthday of Dr. Martin Luther King, Jr., a Legal Holiday	11/2/83	98-144	Provides that the third Monday in January shall be a legal public holiday to celebrate the birth of Dr. Martin Luther King, Jr., to be effective January, 1986.
H.J. Res. 246	Further Continuing Appropriations, FY 1984	11/14/83	98-151	Provides such amounts to continue activities under "Care of the Building and Grounds" - Departments of Commerce, Justice and State, the Judiciary, and Related Agencies Appropriation Act, 1984, from 11/10/83 until enactment into law of the Appropriation Bill or 9/30/84, whichever first occurs.


POPLAR POINT NURSERY, ANACOSTIA, D.C. Scale: 1"=200'
LEGEND
PROPERTIES UNDER THE JURISDICTION OF THE ARCHITECT OF THE CAPITOL
1 U.S. CAPITOL BUILDING U.S. CAPITOL GROUNDS
2 SENATE OFFICE BUILDINGS Senate Committee on Rules and Administration
3 HOUSE OFFICE BUILDINGS House Office Building Commission
4 U.S. BOTANIC GARDEN Joint Committee on the Library
5 LIBRARY OF CONGRESS Joint Committee on the Library
6 U.S. SUPREME COURT Chief Justice of the United States
7 Streets, part of the U.S. Capitol Grounds under District of Columbia for maintenance and improvement only.
8 U.S. CAPITOL POWER PLANT House Office Building Commission
CAPITOL POLICE AUTHORITY
Jurisdiction of U.S. Capitol Police extends over areas designated above as 1, 2, 3, 7 and 8 (40 U.S.C. 193a-193n and 212a and 212b) and the area designated above as 4 (40 U.S.C. 215)
Capitol Police Board vested with exclusive control of regulation and movement of all vehicular and other traffic, including parking and impounding of vehicles and limiting speed thereof, in all areas designated above as Capitol Grounds, including streets designated above as 7.
APPROVED
ARCHITECT OF THE CAPITOL
GEORGE M. WHITE FAIA
ARCHITECT OF THE CAPITOL
WASHINGTON, D.C.
SEPT 1976
Scale: 1"=200'
LIBRARY OF CONGRESS JOHN ADAMS
LIBRARY OF CONGRESS THOMAS JEFFERSON
LIBRARY OF CONGRESS JAMES MADISON MEMORIAL BUILDING
HART OFFICE BUILDING
RUSSELL OFFICE BUILDING
CANNON HOUSE OFFICE BUILDING
LONGWORTH HOUSE OFFICE BUILDING
RAYBURN HOUSE OFFICE BUILDING
UNITED STATES CAPITOL
SENATE COURT
U.S. SUPREME COURT
FOLGER PARK
GARFIELD PARK
U.S. CAPITOL POWER PLANT
U.S. POST OFFICE
DEPT. OF LABOR BLDG.
TAX COURT BUILDING
MUNICIPAL BLDG.
U.S. COURT HOUSE
FEDERAL OFFICE BLDG.
NEB ANNEX 2
NEB & W BLDG.
THE MALL
CENTER LEG OF THE INNER LOOP
Northbound lane
Southbound lane
Underground garages
Underground Senate Garage
Robert Taft Memorial
UNION STATION
STANTON SQUARE

MAP SHOWING PROPERTIES UNDER JURISDICTION OF THE ARCHITECT OF THE CAPITOL

REV. 6-24-77
REV. 1-9-80
REV. 10-31-80
REV. 2-5-81
REV. 7-20-81
REV. 6-29-82
REV. 5-5-84

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Legislation Enacted During Fiscal Year 1984
Relating to the Work of the
Architect of the Capitol
(Page Two)

Bill or Resolution	Title	Date Enacted	Public Law Number	Subject Matter
S. Res. 269	Relating to a Day Care Center for Children of Senate Employees	Passed Senate 11/14/83 S. Rept.	98-298	Architect of the Capitol to remodel 3,500 square feet on Second Floor of Immigration Building for occupancy in early 1984.
H.Con.Res.214	Use of Rotunda to Commemorate Twentieth Anniversary of Death of President Kennedy	Passed House 11/10/83 Passed Senate 11/15/83		Architect of the Capitol to prescribe conditions in which physical preparations for the conduct of the ceremony shall be carried out.
H.R. 3222	Appropriations for the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies for FY 84	11/28/83	98-166	Provides an amount of $1,971,000 for operation of "Care of the Building and Grounds," under the jurisdiction of the Architect of the Capitol, for FY 1984.
H.R. 2077	To extend the Federal Physicians Comparability Allowance Act of 1978	11/29/83	98-168	Federal Employees' Retirement Contribution Temporary Adjustment Act of 1983. Effects newly hired federal employees coverage under both Social Security and Federal Retirement System.
H.R. 2293	Revising the Authority and Responsibility of the Office of Federal Procurement Policy and Authorizing Appropriations for an Additional Four Fiscal Years	12/1/83	98-191	Increases from $10,000 to $25,000 the amount the Architect of the Capitol may purchase or contract for supplies or services without advertising.
S.Con.Res. 93	Authorizing the Rotunda of the U.S.Capitol to be Used on 4/30/84 for a Ceremony Commemorating the Days of Remembrance of Victims of the Holocaust	Passed Senate 2/27/84 Passed House 2/29/84		Architect of the Capitol to prescribe conditions in which the physical preparations for the conduct of the ceremony shall be carried out.

Legislation Enacted During Fiscal Year 1984
Relating to the Work of the
Architect of the Capitol
(Page Three)

Bill or Resolution	Title	Date Enacted	Public Law Number	Subject Matter
H.Con.Res.264	Authorizing the Rotunda of the U.S.Capitol to be Used on 3/15/84 for a Ceremony Commemorating the Anniversary of the Birth of Andrew Jackson	Passed House 3/6/84 Passed Senate 3/12/84		Physical preparations for the conduct of ceremony shall be carried out in accordance with such conditions as may be prescribed by the Architect of the Capitol.
S.Con.Res.127	Authorizes the Use of the West Front Steps of the U.S.Capitol on August 14, 1984	Passed Senate 6/27/84 Passed House 6/29/84		Use of West Front Steps of the U. S. Capitol on Aug.14,1984, to honor men and women of the United States Olympic Team; directing preparations for the activities be made by the Architect of the Capitol.
H.R. 5565	Directs the Architect of the Capitol and the District of Columbia to Enter Into an Agreement for the Conveyance of Real Property to the United States for the Relocation of the United States Botanic Garden's Poplar Point Greenhouse and Nursery.	7/3/84	98-340	Provides that within 60 days of enactment of this Act, the real property known as the Botanic Garden Greenhouse and Nursery at Poplar Point shall come within the jurisdiction of the Secretary of the and The Washington Metropolitan Area Transit Authority.
H.R. 5753	Legislative Branch Appropriations, FY 1985.	7/17/84	98-367	Appropriates funds for appropriations under the authority of the Architect of the Capitol, the Botanic Garden for Salaries and Expenses, and the Buildings and Grounds, Library of Congress.
S. 2556	Authorizes Appropriations for the American Folklife Center for Fiscal Years 1985 thru 1989	8/21/84	98-392	Directs the Architect of the Capitol to enclose with a fence certain portions of Capitol Grounds designated by the Capitol Police Board, for use exclusively as a play area for children attending the Senate Day Care Center.

Legislation Enacted During Fiscal Year 1984
Relating to the Work of the
Architect of the Capitol
(Page Four)

Bill or Resolution	Title	Date Enacted	Public Law Number	Subject Matter
H.R. 6040	Supplemental Appropriations for FY 1984	8/22/84	98-396	Authorizes the Architect of the Capitol, subject to the approval of the Senate Committee on Rules and Administration, to borrow from the miscellaneous items appropriation account for management of the Senate Restaurants. Provides Supplemental Appropriations for the Architect of the Capitol; the Capitol Buildings (including rescission of certain funds); Capitol Grounds; House and Senate Office Buildings; Library Buildings and Grounds. Earmarks funds for the renovation and restoration of the Jefferson and Adams Buildings. Provides for increased pay costs for FY 1984 for various appropriations under the Architect of the Capitol.